

THE VIRGINIA PETROLEUM STORAGE TANK FUND REIMBURSEMENT GUIDANCE MANUAL

Volume I


Application Process

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INTRODUCTION

The purpose of this manual is to provide guidance to claimants for reimbursement from the Virginia Petroleum Storage Tank Fund. This manual replaces the previous Virginia Petroleum Storage Tank Fund Reimbursement Guidance Manual. Specifically, this manual will identify activities which are eligible for reimbursement, provide guidance on evaluating reasonable costs, obtain authorization for site activities, explain how to prepare a reimbursement application, and describe how an application is processed. Failing to follow all procedures set forth in this manual for properly preparing and submitting a claim can result in reimbursement denials that may not be corrected. This manual uses regulatory terms which are defined in Appendix 1. Throughout this manual, important information has been noted using the  symbol.

Revisions of this manual may be necessary due to statutory or regulatory changes, changes within the industry, or changes in the claim processing requirements of the program. As changes occur, periodic additions or supplements will be prepared for inclusion into the manual. This manual, future revisions, and all forms are available from the DEQ Petroleum Program web site at <http://www.deq.virginia.gov/tanks/>. Refer to Section 1.7 of this manual to obtain copies of documents and assistance on the various aspects of the Petroleum Storage Tank Program.

This is not a regulatory document; it is a guidance manual intended to assist tank owners in making decisions when managing releases from tanks. The guidance provided in this manual is not intended to remove the element of competition or freedom of choice from the industry.

1.0 PETROLEUM STORAGE TANK REIMBURSEMENT FUND

1.1 PROGRAM SUMMARY

The Commonwealth of Virginia established the Virginia Petroleum Storage Tank Fund (Fund) with the passage of Articles 9, 10, and 11 of the State Water Control Law (Sections 62.1-44.34:8 to 23). Section 210 of the Petroleum Underground Storage Tank Financial Responsibility Requirements Regulation (9 VAC 25-590-10, et seq.) establishes the requirements for use of the Fund. The Fund may be used for the following purposes:

To provide reimbursement to eligible tank owners/operators for a portion of the potentially high costs of mitigating the public health and environmental risks from a petroleum storage tank release;

To provide a mechanism for regulated Underground Storage Tank (UST) owners/operators to demonstrate financial responsibility in order to meet Federal requirements; and

To provide reimbursement for costs incurred for third party bodily injury or property damage from confirmed regulated UST petroleum releases.

The Commonwealth of Virginia is responsible for administering the UST technical and financial responsibility regulatory programs, the Aboveground Storage Tank (AST) regulatory program, and the Fund reimbursement program. The Fund is a non-lapsing, revolving fund which is administered by the Department of Environmental Quality (DEQ). The primary revenue source for the Fund is a state fee of one-fifth of one cent per gallon on regulated petroleum products, including gasoline, aviation motor fuel, diesel fuel, dyed diesel fuel, kerosene, and heating oil sold in Virginia. This fee, which is collected by the Department of Motor Vehicles, is monitored and maintained at an appropriate operating level and is increased by the Commissioner of Motor Vehicles to three fifths of one cent when notified by the Comptroller that the Fund has been, or is likely to be, reduced below three million dollars. The moneys collected are primarily used to reimburse responsible persons for the reasonable and necessary costs incurred in cleaning up a petroleum release from a petroleum storage tank.

Depending upon the type of storage tank and petroleum product released from that tank, owners/operators may request access to the Fund either for cleanup costs only or for both cleanup and third party costs. The tank owner/operator is eligible to request reimbursement from the Fund for costs that exceed their financial responsibility requirement for cleanup and if applicable, third party costs, up to a maximum of \$1 million per occurrence. Section 1.2.3 of this manual summarizes corrective action and third party Fund eligibility for the different storage tank types.

It is important to understand that the Fund is a reimbursement program and NOT a repayment program. The Fund does not reimburse owners/operators for all costs associated with a cleanup. For example, tank removal costs are not reimbursable unless authorized by

DEQ as part of a Corrective Action Plan. For a list of additional ineligible costs, refer to Section 1.4 of this manual. In order to be eligible for reimbursement, corrective action activities must have been authorized in advance by DEQ. Only cleanup costs exceeding the financial responsibility requirement that are reasonable, necessary, and in accordance with the guidelines set forth by DEQ will be eligible for reimbursement.

The Fund will not reimburse tank owners or operators for any release which is caused by the negligence of the owner/operator or employees, agents or contractors of the owner/operator or any cost incurred by an owner/operator that is reimbursed or reimbursable under an insurance policy.

Articles 9, 10 and 11 of the State Water Control Law govern the use of the Fund. Familiarity with the State law, regulations, and the Storage Tank Program Technical Manual will help tank owners/operators meet the requirements of the Petroleum Storage Tank Program and complete reimbursement applications. To assist you in understanding this manual, Appendix 1 contains a list of terms and definitions found throughout the manual.

Refer to Section 1.7 to obtain assistance and information about the Petroleum Storage Tank Program.

1.2 ELIGIBILITY REQUIREMENTS

There are several factors that need to be considered when evaluating whether an applicant is eligible to request reimbursement from the Fund. These factors may include: the type of storage tank (See Appendix 1 for definitions.) from which the release has occurred; the person/entity claiming reimbursement; the number of release occurrences; the circumstances under which the release occurred; compliance status of the facility; insurance coverage; and the financial responsibility requirement of the claimant. These factors are described in further detail below.

1.2.1 Eligible Claimants

Not all persons are eligible claimants for reimbursement from the Fund. A claimant must be an owner/operator of the UST/AST, a person assuming liability for the cleanup of the site, or a lender agreeing to conduct the cleanup.

1.2.1.1 Responsible Persons

The responsible person is the owner/operator of the UST/AST on the date the release is reported to DEQ.

USTs: Owners/Operators of USTs may request reimbursement of corrective action costs and third party liability claims resulting from a release of petroleum from the UST[s]. See Section 1.2.3 for cleanup and third party eligibility.

ASTs: Operators of facilities with ASTs may request reimbursement of corrective action costs for an AST discharge of a product subject to the Fund Fee imposed by Virginia Code § 62.1-44.34:13.

1.2.1.2 Persons Assuming Liability

An interested person, i.e., a person or entity who has legal interest in the property, who is not the responsible person, may "step into the shoes" of the tank owner/operator and become eligible for reimbursement from the Fund. An interested person must agree to assume liability for a petroleum cleanup in accordance with DEQ requirements to be eligible to request reimbursement from the Fund. If a person does not assume liability for the cleanup or is not the owner/operator, they are not eligible for reimbursement of cleanup costs.

1.2.1.3 Lenders

Persons or entities, who have loaned money secured by real property (lenders) on which regulated USTs are located, may be eligible for reimbursement from the Fund without assuming liability for the cleanup. Lenders who foreclose on loans after July 1, 1996, are eligible to request DEQ to review whether they qualify for exemption from UST owner liability. Lenders must first ask DEQ to review whether they qualify for the exemption, and if they qualify then they must obtain regional office approval for all activities, and conduct the cleanup in accordance with DEQ requirements.

1.2.2 Tank Types Eligible for Reimbursement


Owner/operator has Fund access for the following types of USTs and ASTs.

Regulated UST: USTs containing petroleum as defined in the UST Technical Regulation (9 VAC 25-580-10, et seq.) and subject to all the requirements of the Technical Regulation. The most common types of petroleum substances include gasoline, diesel, kerosene, heating oil, and waste (used) oil.

Exempt USTs 1 and 2: Exempt USTs are those USTs that are exempted from the definition of "underground storage tank" under State Water Control Law and the UST Technical Regulation. Only two types of Exempt USTs are eligible for reimbursement from the Fund. These are:

1. USTs with a capacity of 1,100 gallons or less which contain motor fuel (gasoline or diesel fuel) for residential use or farm use; and

2. USTs used for storing heating oil for consumption on the premises where the tank is located (i.e., not offered for sale).

 Note: Heating oil tanks > 5,000 gallons capacity were regulated in Virginia prior to July 1, 1996. Releases from these tanks reported prior to July 1, 1996, are regulated UST releases.

Releases from the other types of exempt USTs are not eligible for reimbursement from the Fund. These include: septic tanks; pipeline facilities; surface impoundments, pits, ponds, and lagoons; storm water or wastewater collection systems; flow-through process tanks; liquid traps or associated gathering lines for oil/gas production facilities.

Excluded USTs: Excluded USTs are tanks that meet the State Water Control Law and UST Technical Regulation definition of “underground storage tank,” but are excluded from the requirements of the UST Technical Regulation. The types of Excluded USTs that are eligible for reimbursement from the Fund are:

- (1) An UST system that contains petroleum for operational purposes such as hydraulic lift tanks and electrical equipment tanks; and
- (2) 110 gallon or less UST systems that contain petroleum.

Releases from other types of excluded USTs are not eligible for reimbursement from the Fund. These include hazardous waste USTs, wastewater treatment facilities, and emergency spill and overfill containment units which are regularly emptied.

Deferred USTs: The types of Deferred USTs that are eligible for reimbursement from the Fund are emergency generator USTs at nuclear power facilities and field constructed USTs.

The other types of deferred USTs are not eligible for reimbursement from the Fund. These include wastewater treatment tank systems and USTs with radioactive materials.

Partially Deferred USTs: The types of Partially Deferred USTs that are eligible for reimbursement from the Fund include UST systems that store fuel for emergency power generator use.

Regulated AST Facilities: Facilities with ASTs with a maximum storage capacity of 25,000 gallons or more of oil subject to the Fund fee are eligible for reimbursement from the Fund. In order for cleanup and containment activities to be eligible for reimbursement, the oil cleaned up must be a product subject to Code § 62.1-44.34:13. Code § 62.1-44.34:13 imposes a fee on the sale, use and delivery of certain fuels to generate revenue for the Fund. Fee eligible fuels are gasoline, aviation gasoline, diesel fuel (including dyed diesel fuel), blended fuel, and heating oil.

Unregulated AST Facilities: Facilities with ASTs with a storage capacity of less than 25,000 gallons of oil subject to the Fund fee are eligible for reimbursement from the Fund. In order for cleanup and containment activities to be eligible for reimbursement, the oil cleaned up must be a product subject to Code § 62.1-44.34:13. Code § 62.1-44.34:13 imposes a fee on the sale, use and delivery of certain fuels to generate revenue for the Fund. Fee eligible fuels are gasoline, aviation gasoline, diesel fuel (including dyed diesel fuel), blended fuel, and heating oil.

Small Heating Oil ASTs: ASTs with a capacity of 5,000 gallons or less which contain heating oil for consumption on the premises where the tank is located (i.e., not offered for sale) are eligible for reimbursement from the Fund.

1.2.3 Cleanup and Third Party Claim Eligibility

Petroleum storage tank owners or operators have access to the Fund either for cleanup costs only or for both cleanup and third party costs. The following table identifies cleanup and third party eligibility for reimbursement from the Fund based upon the tank types discussed in Section 1.2.2.

Eligibility for Reimbursement from the Fund Based Upon Tank Type		
Tank Type	Cleanup and third party costs that exceed Financial Responsibility Requirement up to a combined maximum of \$1 million per occurrence	Cleanup costs that exceed the Financial Responsibility Requirement up to a maximum of \$1 million per occurrence
Regulated UST	X	
Exempt USTs 1 & 2		X
Excluded UST	X	
Deferred UST	X	
Partially Deferred UST	X	
Regulated AST Facility		X
Unregulated AST Facility		X
Small Heating Oil AST		X

As indicated in the table above, certain UST owners or operators may request reimbursement from the Fund for third party claims. Only the owner or operator of the above-specified petroleum USTs is eligible for reimbursement from the Fund for third party property damage and bodily injury claims. These claims are incurred by the owner or operator as a result of (1) a final arbitration award, (2) a DEQ approved

settlement, or (3) final court judgment, other than a default judgment, imposing liability upon an owner or operator for bodily injury or property damage to a third party arising from a UST petroleum release.

The first priority for reimbursement from the Fund is corrective action. After DEQ required corrective action has been completed, the owner or operator may seek reimbursement from the Fund for third party damages that are reasonable and necessary and that have actually been incurred. Some damages, which may be included in the award or settlement, such as damages for pain and suffering, loss of consortium, punitive damages, etc., are not reimbursable from the Fund. A list of eligible costs and a comprehensive list of ineligible damages are included in the **Virginia Petroleum Storage Tank Fund Third Party Disbursement Guidelines** that can be found in the DEQ Petroleum Program Download Library at: <http://www.deq.virginia.gov/tanks/pdf/3rdpdg.pdf>.

Third party claims should not be filed using the reimbursement application forms. In order for a third party liability claim to be eligible for reimbursement from the Fund, the UST owner or operator must provide adequate documentation to DEQ to support the damages sought. The **Virginia Petroleum Storage Tank Fund Third Party Disbursement Guidelines** provide more detailed information about how DEQ evaluates third party claims for reimbursement. (Refer to Section 1.7 for information about how to obtain assistance with submitting a reimbursement claim including Third Party Liability Claim Procedures.)

1.2.4 Occurrence Evaluations

For each occurrence, the owners/operators may request access to the Fund for reimbursement above the amount of the financial responsibility requirement up to \$1 million. There are five factors that must be evaluated to assess the number of occurrences at a site. These factors are (1) type of contamination; (2) time; (3) location; (4) ownership; and (5) tank type. Petroleum releases that are discovered within the time period set by the DEQ regional office for submitting a Site Characterization Report, generally constitute one occurrence if the tanks have one owner, are the same tank type, and are located at the same facility. The regional office staff assesses the number of occurrences at a site and will review the assessment with the responsible person, if requested.

1.2.5 Corrective Action Financial Responsibility Requirement

Before owners/operators may request reimbursement, a corrective action financial responsibility requirement must be satisfied for each occurrence that pertains to the application. The financial responsibility requirement amount is deducted from the total costs approved before any reimbursement payments are made. The financial responsibility requirement for an application depends upon the number of occurrences, as described above, and tank type as outlined below:

Regulated USTs: The financial responsibility requirement for regulated USTs is calculated according to the following sliding scale. This scale is based on the total gallons of petroleum pumped into or out of all of the owner's/operator's regulated USTs in the Commonwealth of Virginia for the year prior to the release report date. The year prior to the release can be any consecutive 12-month period that starts no more than 24 months prior to the release report date and ends no later than the release report date.

Example: A release is reported on February 1, 2003. The year prior to the release date must extend over 12 consecutive months but could begin on any date from February 1, 2001 to February 1, 2002.

Annual Throughput In Gallons	Corrective Action Per Occurrence FR Requirement
600,000 or less	\$5,000
600,001 - 1.2M	\$10,000
1,200,001 - 1.8M	\$20,000
1,800,001 - 2.4M	\$30,000
Above 2.4M	\$50,000

Exempt USTs 1 & 2

1. USTs with a capacity of 1,100 gallons or less which contain motor fuel (gasoline or diesel fuel) for residential or farm use. The corrective action financial responsibility requirement is \$500.
2. USTs used for storing heating oil for consumption on the premises where the tank is located (i.e., not offered for sale). The corrective action financial responsibility requirement is \$500.



Note: Heating oil tanks with a storage capacity of 5,000 gallons or more, which had releases that were reported prior to July 1, 1996, are regulated USTs and must refer to the regulated UST table above to calculate the financial responsibility requirement.

Excluded USTs: The financial responsibility requirement for an occurrence related to these types of tanks is calculated according to the sliding scale for regulated USTs shown above.

Deferred USTs: The financial responsibility requirement for an occurrence related to these types of tanks is calculated according to the sliding scale for regulated USTs shown above.

Partially Deferred USTs: The financial responsibility requirement for an occurrence related to these types of tanks is calculated according to the sliding scale for regulated USTs shown above.

Regulated ASTs and Unregulated ASTs: The corrective action financial responsibility requirement for an occurrence related to these tanks is calculated according to the following:

If the release was reported before July 1, 1996 use the following table (Pollution Complaint number less than 97-0000):

Net Annual Profits greater than \$10 million*		Net Annual Profits less than \$10 million*	
Total Storage Capacity for all AST facilities which operate in VA	Financial Responsibility Requirement	Total Storage Capacity for the AST Facility where the release occurred	Financial Responsibility Requirement
less than 4 million gallons	\$200,000	less than 25,000 gallons	\$2,500
4 million to 20 million gallons	Total Storage Capacity in VA x \$0.05 per Gallon	25,000 to 4 million gallons	Facility Storage Capacity x \$0.05 per Gallon
greater than 20 million gallons	Not Eligible for Reimbursement	greater than 4 million gallons	\$200,000

* Based on the financial statements from the fiscal year preceding the date the release was reported to DEQ.

If the release was reported after July 1, 1996, use the following table (Pollution Complaint number 97-0000 or greater):

Net Annual Profits greater than \$10 million*		Net Annual Profits less than \$10 million*	
Total Storage Capacity for all AST facilities which operate in VA	Financial Responsibility Requirement	Total Storage Capacity for the AST Facility where the release occurred	Financial Responsibility Requirement
less than 4 million gallons	\$200,000	less than 25,000 gallons	\$2,500
4 million to 20 million gallons	Total Storage Capacity in VA x \$0.05 per Gallon	25,000 to 100,000 gallons	\$5,000
greater than 20 million gallons	Not Eligible for Reimbursement	greater than 100,000 to 4 million gallons	Facility Storage Capacity x \$0.05 per Gallon
		greater than 4 million gallons	\$200,000

* Based on the financial statements from the fiscal year preceding the date the release was reported to DEQ.

Small Heating Oil ASTs ($\leq 5,000$ gal capacity): The corrective action financial responsibility requirement for an occurrence related to these tanks is \$500.

1.2.6 Insurance Coverage

Any cost incurred by an owner/operator that is reimbursed or reimbursable under an insurance policy is ineligible for reimbursement from the Fund, whether or not the insurer actually pays the cost. However, those costs covered by insurance may be used to satisfy the financial responsibility requirement. If the insurance coverage exceeds the financial responsibility requirement, only those costs, which exceed the insurance coverage, are eligible for reimbursement. In order to evaluate the costs and insurance coverage, a claim[s] with all the remediation costs and a copy of the insurance policy must be submitted, including those costs covered by insurance. Costs eligible for reimbursement will be credited toward the financial responsibility requirement or insurance deductible.

Any owner or operator having an insurance policy that will cover all or part of the cleanup costs associated with the release is required to submit a copy of the policy, including the declaration page, the entire policy text, and all endorsements, with the reimbursement application. If the owner/operator fails to provide a complete copy of

the applicable insurance documents, all costs submitted on the application will be denied.

1.2.7 Negligence

Any costs incurred by an owner/operator for cleanup and/or third party liability claims, which resulted from the negligence of the responsible person or the employees, agents, or contractors of the responsible person are ineligible for reimbursement.

Negligence reviews are made by DEQ based on the specific facts of each case. Examples of negligent activities that resulted in a release for which there was no reimbursement are listed below:

- Pumping product into a monitoring well;
- Pumping product into a pipe which is not connected to an UST/AST;
- Filling an UST/AST which have the fill pipes or plugs removed; and
- Damage to a line or tank during excavation or construction activities.

1.2.8 Vandalism

Vandalism differs from negligence in that vandalism is an act or omission committed by a third party who is not the tank owner or operator, or an agent, employee, or contractor of the owner or operator. DEQ may consider releases caused by vandalism for Fund access provided that the owner/operator whose tank has been vandalized:

1. reports the act of vandalism to the police; and
2. provides a copy of the police report to the DEQ regional office.

1.2.9 Financial Responsibility Demonstration Requirement

Federal and State Laws require regulated UST owners/operators to demonstrate financial responsibility. Demonstrating financial responsibility means that the UST owner/operator has prepared the documents necessary to show that the owner/operator has the ability to pay its financial responsibility requirement in the event of a release. The owner/operator must demonstrate that he or she is financially able to pay the first \$20,000 to \$200,000 in cleanup and third party liability costs using the financial test of self insurance, a surety bond, a guarantee, insurance, a letter of credit, a trust fund, or a group self insurance pool. Four alternative mechanisms also may be used by local government entities to demonstrate financial responsibility as follows: a Bond Rating Test, a Worksheet Test, a Governmental Guarantee, and a Fund Balance Test.

Refer to Section 1.7 to obtain additional information and assistance.

1.3 ELIGIBLE COSTS

Reasonable costs which are incurred to perform necessary corrective action in response to a release from a petroleum storage tank are eligible for reimbursement from the Fund. The reasonableness of costs is usually based upon the Usual and Customary Rate Schedule (UCR Schedule) for the claimed item or activity. If no UCR exists for an activity or item, DEQ will determine an industry standard for assessing reasonableness. For Corrective Action Plan (CAP) implementation, a competitive bidding process is required to evaluate the reasonableness of some costs. The UCRs are revised on a periodic basis.



In order for necessary and reasonable costs to be eligible for reimbursement from the Fund, the activities associated with the costs must be authorized by the DEQ regional office prior to initiating the work. Section 2.0 has additional information on assessing reasonableness, bidding requirements, and obtaining authorization for site activities.

Eligible costs include, but are not limited to:

1. For Regulated USTs, Exempt USTs 1 and 2, and Small Heating Oil ASTs - Those reasonable corrective action costs for work performed on or after December 22, 1989;
2. For Regulated and Unregulated ASTs - Those reasonable corrective action costs for work performed on or after January 1, 1992;
3. Reasonable costs of tightness testing petroleum UST systems only when performed to confirm a leak as directed by DEQ;
4. Reasonable cost of laboratory services used to analyze contaminated soil and water when directed by DEQ;
5. Reasonable costs of restoration or replacement of a public or private potable water supply to affected users;
6. Reasonable costs to maintain equipment used for petroleum/oil recovery or corrective action;
7. Reasonable costs for soil loading, hauling, treatment, disposal, and backfilling the excavation associated with UST removal at sites with a confirmed release.



Note: The amount approved by the regional office cannot exceed the quantities listed in Appendix 5, unless the regional office determines additional quantities are necessary to mitigate hazards at the site.

8. Reasonable costs for UST removals when required as part of a Corrective Action Plan or performed under Interim Authorization.
9. Reasonable costs for companies/governmental entities to use their own personnel to conduct corrective action activities. This may include actual

- labor and fringe benefit costs for activities which do not duplicate activities performed by the consultant;
10. Reasonable costs of rough grading and seeding for grasses;
 11. Reasonable costs of product and contaminated water disposal;
 12. Up to a 10% mark-up on costs for subcontracted services, equipment, and materials obtained through an approved bid and billed to the responsible person by the primary consultant;
 13. The cost for preparation of a reimbursement application;
 14. The cost for utility service associated with operation of remediation systems, including sewer fees, electrical fees, and natural gas fees. To be eligible for reimbursement, the utility service must be independently metered and bills/invoices from the utility or service provider must be included when claimed;
 15. The cost of gasoline, diesel fuels, and bottled propane gas used to power remediation systems. To be reimbursed, bills/invoices for the fuel vendor must be included when claimed;
 16. The cost of state and local permits required to implement and complete approved remediation activities. To be reimbursed, a bill or invoice for the permit from the issuer must be included when claimed;
 17. Reasonable costs to remove an obstacle or impediment to remediation; e.g., AC, heat pump, utility service, pavement, etc. Any removal activity should only be undertaken with the prior approval of the regional case manager and after demonstrating that the removal is the most cost effective approach and necessary to reduce risk to human health and/or the environment;
 18. Reasonable costs to reinstall or reconnect appliances or services removed or disconnected for remediation that would create a hardship to be without; e.g., AC, heat pump, utility services, etc.;
 19. Reasonable costs to make serviceable any pavement removed to remediate a release from an Exempt UST 1 or 2 or small heating oil AST < 5,000 gallons capacity. In most cases asphaltic paving material will be used;
 20. Reasonable costs to pave over trenches to protect buried remediation system lines and/or prevent short circuiting of vapor extraction systems; and
 21. Reasonable costs to make a structure impacted by remediation efforts safe.

1.4 INELIGIBLE COSTS

Specific corrective action costs which are **not** eligible include, but are not limited to:

1. For all UST and AST cases closed before July 1, 1998, costs claimed after July 1, 2000;
2. For all UST and AST cases closed after July 1, 1998, costs claimed more than two years after the date of the case closure letter;
3. For Regulated USTs, Exempt USTs 1 & 2, and Small Heating Oil ASTs - Any corrective action costs for work performed prior to December 22, 1989;
4. For Regulated and Unregulated ASTs:
 - a. any corrective action costs incurred prior to January 1, 1992;
 - b. corrective action costs if the product contained in the tank is not subject to the Fund Fee imposed by Virginia Code § 62.1-44.34:13. Fuels subject to the tax include gasoline, aviation motor fuel; dyed diesel fuel, diesel fuel, and heating oil sold and delivered or used in the Commonwealth;
 - c. the cost of testing AST tanks and lines to confirm a leak; and
 - d. the cost of AST closure (dismantling or demolition).
- e. corrective action costs if the operator is not complying with reporting, prevention, containment, and cleanup requirements;
5. The cost of UST closure (removal or filling in place) except as part of an approved CAP or Interim Authorization;
6. Mark-up of more than 10% on goods or subcontracted services;
7. All costs incurred if the release was caused in whole or in part by the negligence or willful misconduct of the owner, operator, their employee, contractor, or agent, or anyone within the privity or knowledge of the owner/operator;
8. Any cost reimbursed or reimbursable under an insurance policy unless it is used to meet the financial responsibility requirements;
9. Any cost for corrective actions performed more than 24 hours prior to reporting a release to the regional office of DEQ;
10. The costs incurred by claimants for interest and/or points on loans obtained to finance a cleanup of a petroleum release from a storage tank unless the costs



were incurred by an owner or operator which is exempt from taxation under § 501(c)(3) of the Internal Revenue Code (Va. Code § 62.1-44.34:11.A.5);

11. Costs identified as fraudulent in the reimbursement application;
12. The cost of environmental audits arising from purchase agreements (i.e., Phase I and Phase II assessments for property transfers);
13. Any costs which were rounded upward when transferred from the invoice to the application cost worksheet[s];
14. Fines, penalties, or supplemental environmental projects imposed by DEQ or another government entity;
15. Late fees, penalties, or interest arising from delinquent payment;
16. Any corrective action costs if the owner/operator is a federal government entity;
17. Attorney's fees not associated with approved corrective action activities. Fees not associated with corrective action activities include, but are not limited to, costs for litigation or legal defense. Costs associated with approved corrective action activities may include claim preparation and access agreement preparation;
18. The cost for legal defense;
19. The cost of upgrading, retro-fitting, repairing, or replacing a petroleum UST system or AST;
20. The cost for replacement of lost product;
21. The cost to reinstall electrical wiring, dispensers, pumps, canopies, or other items;
22. The cost to restore structures damaged by the release that do not directly represent a risk to human health or the environment. This exclusion does not apply to repairs necessitated by the installation of remediation equipment or repairs to the remediation equipment;
23. The cost to restore, beyond a safe and serviceable condition, a structure that was altered as part of remediation efforts;
24. The cost of concrete and blacktop patching or other improvements beyond that which was removed to remediate the site;
25. The cost of fine grading, landscaping, replacing trees, shrubs, and sod due to excavation activities or to stress caused by contamination;

26. Costs associated with, but not necessary for, the cleanup of a release from a petroleum storage tank, e.g., tank closure outside of CAP Implementation phase;
27. The cost of loss of business of the owner/operator;
28. Extra costs which arise out of restrictions the owner/operator places on how site activities are performed;
29. Total rental/lease costs that exceed 110% of the purchase amount for equipment owned by the claimant or consultant;
30. The cost for calibration of field/testing equipment;
31. Duplicate site management costs and supervisory costs;
32. The cost of air fare, train fare, bus fare, cab fare, or other means of public transportation; or mileage more than 200 miles each way;
33. For trips greater than 200 miles each way, travel time associated with the excess miles;
34. The cost of express mail or courier services for correspondence, reports, or other documents;
35. Ancillary costs (refer to Section 2.4.3 for additional information on ancillary cost);
36. Costs incurred solely for business purposes and which are not necessary for corrective action;
37. The cost of overtime pay for professional staff;
38. The cost of fuel for rolling stock or excavation equipment including gasoline, diesel fuel, and compressed natural gas;
39. X-coded items that logically should be organized or grouped together and bid; and
40. Costs for necessary corrective action which are not supported by invoices or other documentation of the amount incurred.

1.5 REASONABLE AND NECESSARY COSTS

The Fund may reimburse reasonable and necessary costs for cleanup of a site. DEQ will authorize work, which is commensurate with the level of corrective action necessary to properly respond to a petroleum storage tank release. DEQ will evaluate the costs for activities and equipment using the reasonable cost information that DEQ has gathered and

published in the UCR Schedules and evaluate whether those expenses submitted for reimbursement are within the costs that DEQ considers reasonable. It is the expectation of the reimbursement program that only the most efficient and cost effective methods, means, and designs will be used to remediate petroleum releases.

DEQ may only reimburse a portion of certain costs (i.e., mileage, equipment rates, and hourly fees) at rates which may be different from those some companies charge as part of their cost of doing business. Therefore, it is possible that some portion of corrective action costs incurred by the responsible person during corrective action may not be fully reimbursed.

During Corrective Action Plan (CAP) Implementation, a competitive bidding process is required to show reasonableness of some costs. See Section 2.5 for the details of the bidding process. The competitive bidding process is not limited to the CAP Implementation phase; it may be required by DEQ or utilized by the tank owner in any corrective action phase (See Section 2.3 for a list of corrective action phases and their descriptions) to show a cost is reasonable. Regardless of which method is used to assess reasonableness, if expenses exceed the costs that are considered reasonable, DEQ will only the amount that is reasonable.

1.5.1 Determining Whether to Lease or Purchase:

The monthly rates for remediation equipment (e.g., pumps, blowers, compressors, air strippers, and hoses) listed in DEQ's list of UCRs are intended for use only when equipment is leased for short periods. If remediation equipment is authorized for extended periods using the monthly rates, the Fund may reimburse amounts that far exceed what it would have cost to purchase the equipment. In such cases, purchasing the equipment using competitive bidding would result in a significantly lower cost to the claimant and the Fund. For that reason, when remediation equipment will be used for more than two months or 8 weeks, an analysis must be performed to evaluate whether if it is advantageous to purchase the equipment rather than lease.

In all instances where use of a remediation system or components is projected to be more than 8 weeks but less than a year, a lease versus purchase analysis must be performed to protect the Fund from reimbursing undue amounts for remediation systems or components.

If the projected use of the remediation system or component is more than one year, performing a lease vs. purchase analysis is not required provided the components are purchased using Reimbursement Program bidding procedures. If leasing is the preferred option, the lease vs. purchase analysis must be performed and must support the leasing option and be approved by the regional caseworker. The lease vs. purchase analysis is a straightforward comparison of the total hourly rental costs to 110% of the purchase amount plus taxes and delivery costs. The total projected operational hours used in the analysis should be consistent with timetables and schedules in the CAP or other phase report. Realistic adjustments for operational efficiency should be used (typically between 80-90%). If the analysis shows that the total projected hourly lease costs will

exceed 110% of the purchase price, the RP or consultant must purchase the equipment using the bidding procedures found in this manual. The analysis must be included in the appropriate phase report for review and approval by the regional caseworker (typically the CAP or CAP Addendum).

When the lease vs. purchase analysis is performed, the option that is believed to result in the lower overall cost to the Fund must be selected. The lease v. purchase analysis must be performed by the RP or his consultant and submitted to the regional caseworker for approval. If leasing is deemed acceptable, the caseworker will authorize the system or components using the long-term hourly rates. Total reimbursement will not exceed 110% of the purchase amount. If purchasing the system or component is found to be preferable but the RP or consultant owns a suitable system it may be used and reimbursed using the appropriate lease rate up to 110% of the purchase amount if the RP or consultant provides the same warranty as a new system and it performs as new.

1.5.2 Use of Short-term and Long-term Rates

When the total projected rental period for remediation equipment is more than 8 weeks, it is considered long-term use. When the regional caseworker approves leasing as the more cost-effective approach, the long-term hourly rates must be used. The long-term rates must be used to authorize remediation equipment that is used more than 8 weeks. Reimbursement at the long-term rates will be based upon the actual hours of operation which must be documented (a week of continuous operation equals 168 hours, a month of continuous operation equals 729 hours). However, during the first 30 days (1 month) of operation, start-up problems may be encountered that impact operational time and efficiency. In the first month, regional case workers should verify 100% of the authorized hours if the system operated at least 50% of the pre-authorized time. Any problems encountered during start-up should be documented. During the first 30 days (1 month) of operation, if a system operates less than 50% of the authorized time, only the operational hours documented will be verified.

The method[s] used to measure and document the hours a system operates may be case specific but must be approved by the regional caseworker prior to system start-up. Options for documenting operational time include readings from hour meters on a controlling piece of equipment, telemetry printouts of hours of operation, or operation and maintenance logs.

Long-term rates include the cost for replacement parts and components but do not include the labor costs to maintain or repair equipment. After system warranties have lapsed, appropriate labor hours for system maintenance and repairs may be authorized but the cost for replacement parts or components will not be authorized.

1.5.3 Short-term Daily & Weekly Rates

Daily and weekly Material Codes for remediation systems and components will be limited to short-term use of 8 weeks or fewer (see Attachment 1). M-codes for monthly

rates for remediation equipment have been discontinued. M-codes for daily rates may be used to authorize up to 4 consecutive days use, and weekly codes may be used to authorize use up to 8 weeks.

1.6 AUDITS

1.6.1 Maintenance and Preservation of Records Supporting Reimbursement Claims



Claimants, consultants, and recipients of assigned payments must maintain and preserve adequate and complete records to support each reimbursement application for seven (7) years from the date they receive the claim decision. Such records include, but are not limited to the following:

1. All prime contractor, sub-contractor, and supplier invoices;
2. General ledger;
3. Disbursement records, i.e. journals, check register, monthly bank statements;
4. Mileage logs in support of all mileage claimed for reimbursement;
5. Employee time records in support of all staff hours (professional, technical and trades) claimed for reimbursement that specifically identify the hours worked by site location;
6. Material logs that specifically identify the site location at which the material was used and by whom;
7. Laboratory invoices;
8. Transportation and waste manifests and invoices;
9. For costs incurred which were not invoiced, record of the cost must still be obtained and kept. In the case of prepayment (such as local fees, utility power drops, etc.) the record can be a copy of the guidelines showing how to order service of a copy of the applicable fee schedule from the utility or local government and a receipt of payment issued by the utility or local government;
10. Work that required bidding:
 - a. If < \$5,000, phone quote documentation must list name of the firm called, phone #, name of the person providing the quote, and the amount of the quote.
 - b. If > \$5,000, all required bidding forms must be maintained and available for audit review by DEQ; and
11. For X-coded items, all supporting invoices.

1.6.2 Audit of 1005 Paid Reimbursement Claims

DEQ may perform audits of paid reimbursement claims filed using the 1005 UCR Schedule. Unfavorable audit findings, i.e., results that indicate practices inconsistent with this manual, could result in a range of DEQ actions, including, but not limited to, publishing a list of audit concerns, subjecting subsequent claims to prepayment audits and/or requests for supporting documentation, withholding payments on claims until issues are corrected, and/or cost recovery of paid claims. Any claimant or payee required to correct inconsistent practices identified through an audit must document such corrections and submit the documentation to DEQ for review and approval.

1.7 OBTAINING ADDITIONAL INFORMATION AND ASSISTANCE

The DEQ Petroleum Tank Program web page has extensive information and forms for download at <http://www.deq.virginia.gov/tanks/reimbrs>. Listed below are DEQ contacts for obtaining additional information about the petroleum storage tank program.

Reimbursements: To request copies of the reimbursement manual or for assistance regarding reimbursement claims, application status, filing deadlines, questions about how to submit a reimbursement application, please call (804) 698-4358 or email tank@deq.virginia.gov. In addition, information on claim status, the status of a claim in delayed payment, and information on claims released for payment within the past thirty days can be found at on the web at www.deq.virginia.gov/tanks/reimbrs.

Regulations/State Law/Technical Information: To request copies of regulations, statutes, informational brochures, or the Storage Tank Program Technical Manual, please call (804) 698-4358 or email tank@deq.virginia.gov.

Claimant Eligibility: To obtain information about claimant eligibility or to request lender approval for an exemption from liability, please call (804) 698-4010.

Inability To Pay: An owner/operator can submit to DEQ financial information to document that the owner/operator is financially incapable of paying for corrective action. If DEQ determines that the owner/operator is incapable of paying for corrective action, the site may be placed on a priority list for DEQ contractors to clean up. For assistance or additional information, please call (804) 698-4205.

Regulated Petroleum UST Third Party Liability Claims: Reimbursement from the Fund for third party liability property damage and bodily injury claims is limited to owners/operators of regulated, excluded, deferred, or partially deferred USTs. For assistance or specific procedures, please call (804) 698-4010.

Demonstration of Financial Responsibility: Owners/Operators of regulated petroleum USTs are required to demonstrate financial responsibility to address corrective action costs and third party liability claims. For specific questions regarding financial responsibility demonstration, please call (804) 698-4053.

Cleanup Requirements: Contact the appropriate regional office for information on cleanup requirements. See Appendix 8 for a map showing regional office locations, telephone numbers, and regional boundaries.

2.0 REIMBURSEMENT PROCEDURES



In order for any corrective action cost to be eligible for reimbursement from the Fund, the release must be reported to DEQ. Any corrective action taken more than 24 hours prior to the report of the release will not be eligible for reimbursement.

2.1 RELEASE REPORTING REQUIREMENTS

USTs Owners/Operators of UST systems are required to report the following to DEQ within 24 hours: (1) discovery of released petroleum; (2) unusual operating conditions except where defective equipment does not cause a release; (3) monitoring results that indicate a release has occurred unless the monitoring device is found to be defective and subsequent monitoring indicates that no release has occurred; (4) spills or overfills that exceed 25 gallons or that cause a sheen on any surface water; or (5) spills or overfills less than 25 gallons that are not cleaned up within 24 hours of the spill or overfill. In the case of inventory control, release reporting is not required if a second month of data does not confirm the initial result indicating a release. Similarly, in the case of manual tank gauging, release reporting is not required if a second week or month of data does not confirm the initial result indicating a release.

See Appendix 8 for the appropriate regional office telephone number to report a release.

ASTs AST operators must notify DEQ immediately upon learning of any discharge. Notification is not required if the discharge is less than 25 gallons, does not reach state waters, and is cleaned up within 24 hours of the spill. For these discharges, an operator must keep a record of the discharge and the cleanup activity as required by Article 11 of State Water Control Law (VA Code § 62.1-44.34:19).

See Appendix 8 for the appropriate regional office telephone number to report a release.

2.2 OBTAINING DEQ REGIONAL AUTHORIZATION

The Fund reimbursement procedures are not intended to interfere with or govern the activities of businesses engaged in the corrective action activities associated with releases from petroleum storage tanks. Corrective action is site-specific in nature and cannot always be accurately determined prior to the beginning of work. As a result of this site specificity

and to provide the responsible persons with a mechanism to control costs and ensure compliance with Fund requirements, a process requiring prior DEQ regional office authorization for corrective action activities has been created. This process is not intended to impede corrective action activities or define acceptable levels of cleanup; rather, it is intended only to provide guidance on the reimbursement of claimed costs.



In order to be eligible for reimbursement from the Fund, corrective action activities must be authorized in advance by the appropriate DEQ regional office.

The Activity Authorization Form (AAF) is the mechanism by which the responsible person obtains regional office authorization for corrective action activities. AAFs will only be authorized for established DEQ phases. Corrective action phases are established steps that progress from release abatement through cleanup and closure of the site. Each phase has a corresponding report that must be submitted to the regional office. Section 2.3 contains a listing of the corrective action phases and phase requirements.

Since most of the cases involving UST and AST home heating oil tanks pose minimal risk to human health and the environment, DEQ has established a classification system to address contamination and authorization of work for reimbursement. Under these procedures, heating oil releases are classified as “No Further Action” or one of three categories. Modified AAFs have been created for each of the categories. To review the complete guidance pertaining to these cases, refer to the *Storage Tank Program Technical Manual*, Section 5.4.4, that is available on-line from the Petroleum Program download library at <http://www.deq.virginia.gov/tanks/downllib.html>

2.2.1 AAF Authorization Process

1. A release is detected. Within 24 hours, the responsible person reports the release to the appropriate DEQ regional office and the regional office issues a Pollution Complaint (PC) number for the site. Information about obtaining authorization for emergency cleanup can be found in Section 2.2.2.
2. The responsible person and consultant coordinate with the regional office to develop a site-specific scope of work and determine in which phase the work will be authorized and completed.
3. The responsible person or consultant complete an AAF, which lists proposed and contingent units for Task and Material items. The responsible person or consultant sends the AAF to the regional office for approval before site activities begin. See Appendix 6 for Activity Authorization Forms and instructions for completion.
4. The regional office sends the approved AAF back to the responsible person or consultant. The approved AAF is DEQ's documentation that the work has been authorized.

5. The consultant/contractor performs the scope of work authorized by the regional office on the approved AAF.
6. The responsible person or consultant must obtain DEQ regional office authorization for all work which will exceed the proposed plus contingent units on the approved AAF. This additional work may be authorized by revising the original AAF to include the additional units or by completing a new AAF listing only the additional units to be performed.
7. The appropriate phase report and the authorized AAF[s] with the "Work Performed" column completed are submitted to the regional office prior to submitting a reimbursement application. The AAF should not be bound in the phase report.

The responsible person or consultant should review all forms to ensure all items and activities are included on both the AAF and AAF Cost Worksheet. Check the AAF to make sure the Work Performed column contains units for all work completed. Items and units omitted from the Work Performed Column of the AAF will not be eligible for reimbursement even if these items are included on the AAF Cost Worksheet[s] in the application. Additionally, items omitted from the Cost Worksheet[s] of the application will not be eligible for reimbursement even if they are included on the AAF.

8. The regional office verifies that the work listed in the "Work Performed" column of the AAF has been performed and forwards a copy of the completed phase AAF to the DEQ Central Office. If necessary, the regional office authorizes additional work under the next corrective action phase.
9. The claimant sends the reimbursement claim to the DEQ Central Office in Richmond, Virginia. See Section 3.1, The Reimbursement Application, for additional information about submitting reimbursement applications.

2.2.2 AAF Post Authorization

The responsible person must undertake actions to abate immediate hazards (fire/safety or environmental emergency) even if those actions have not been authorized by DEQ. DEQ realizes that when responding to emergencies, regional office authorization of an AAF prior to performing the work is not always practical. DEQ also recognizes that regional office staff is not always available and site conditions sometimes justify the need to exceed the AAF authorized units prior to regional office approval.

When either of these situations occur, the regional office must be contacted as early as possible (usually the next business day) and an AAF must be submitted to the regional office. This AAF must indicate all the work for which post authorization is needed as well as other activities that may be necessary to complete the particular



corrective action phase. When the responsible person requests post authorization of an AAF, there is a risk that the regional office staff will not agree that all or part of the activities were necessary. Regional office staff will evaluate the scope of work on the AAF and verify only the work that the regional office staff believes was necessary.

Responsible persons are required to report releases to DEQ (See Section 2.0). Actions taken more than 24 hours prior to report of a release to DEQ are not eligible for reimbursement and will not be post authorized on an AAF.

2.2.3 Authorization for Corrective Action Plan Implementation

The Corrective Action Plan Implementation Phase differs from other corrective action phases. Tasks and materials that exceed \$500 and do not have a DEQ established UCR must be competitively bid. All activities for CAP Implementation must be approved by the appropriate DEQ regional office on a Bid Summary Form and/or an AAF to be eligible for reimbursement.

Section 2.5 contains detailed requirements for obtaining authorization and bidding the CAP Implementation Phase.

2.3 CORRECTIVE ACTION PHASES

Phases are established steps that progress from release abatement through cleanup and closure of the site. AAFs will only be authorized for DEQ phases and each phase has a corresponding report that must be submitted to the regional office. After completion of one or more corrective action phases, an application for reimbursement may be submitted. Claims for Post Site Characterization Monitoring and Corrective Action Plan Implementation Phases may be submitted only twice in any calendar year.

2.3.1 Reimbursement By Complete Phases

After completion of one or more corrective action phases at a site, a reimbursement application for costs incurred may be submitted. If the Reimbursement application is filed prior to the submittal of the appropriate corrective action report, the application will be returned to the claimant. The application may be re-filed when the report has been submitted to the appropriate DEQ regional office. Listed below are the corrective action phases and the corresponding reports, which must be submitted to the regional office prior to filing an application.

<u>Corrective Action Phases</u>	<u>Report</u>
Release Investigation	Release Investigation Report
Initial Abatement	Initial Abatement Report

Site Characterization	Site Characterization Report
Site Characterization Addendum	Site Characterization Addendum Report
Phase II Initial Abatement	Phase II Report
Corrective Action Plan Development	Corrective Action Plan
Corrective Action Plan Addendum	Corrective Action Plan Addendum
Site Closure	Site Closure Report

2.3.2 Phases With Reimbursement Periods

The following phases of corrective action do not need to be completed before an application for reimbursement may be submitted. For these phases, the claimant establishes reimbursement periods. The claimant should only request AAF authorization for activities that will be completed during one reimbursement period at a time.

<u>Corrective Action Phase</u>	<u>Report</u>
Post Site Characterization Monitoring	Post Site Characterization Monitoring Report
Corrective Action Plan Implementation	Monitoring/operating Reports

DEQ may provide written Interim Authorization to undertake corrective action activities prior to the approval of a Corrective Action Plan. Work authorized under Interim Authorization must be conducted and costs claimed using the procedures for the CAP Implementation Phase.



Only two claims per calendar year may be submitted for Post Site Characterization Monitoring Phase and only two claims per calendar year may be submitted for Corrective Action Plan Implementation Phase. The reimbursement period is established using the earliest and latest invoice dates. Only one application will be accepted for a reimbursement period. Reimbursement periods during these phases may not overlap. An application must include all of the costs for the work performed during the reimbursement period. Additional costs submitted in later applications, which overlap a previous reimbursement period, will be denied.

Example: The Corrective Action Implementation Phase of work is initiated on June 1, 2001. A remediation system is installed at the site and a reimbursement application is submitted on October 15, 2001 with invoice dates ranging from June 11, 2001 until October 1, 2001. The reimbursement period for this application is June 11, 2001 to October 1, 2001. The next CAP Implementation Phase application cannot include any invoices dated between June 11, 2001, and October 1, 2001.

2.4 USUAL AND CUSTOMARY RATE (UCR) SCHEDULES

DEQ has established four separate UCR Schedules for Task and Material items eligible for reimbursement. Each UCR Schedule may be used only for work performed within the effective dates and transition periods listed below. The UCRs represent the maximum amount (including overhead and mark-up) DEQ will reimburse for an activity or item unless bidding is used as described in Section 2.5. In cases where in-house invoicing is used [where the responsible person (RP) performs some of the corrective action] reimbursement is limited to the cost incurred by the RP, which may be lower than the UCR. The claimant must document these costs by providing a certified statement from the Company's Chief Financial Officer showing the (a) billable hourly rate [including benefits] for the employee performing the work; (b) billable hourly rate for equipment used; and (c) cost of materials used.

For sites where new phases of Corrective Action extend across effective dates of UCR Schedules, DEQ requires a transition to the more current UCR schedule. The following table lists UCR Schedules and their effective dates:

UCR SCHEDULE	EFFECTIVE DATES	TRANSITION TO NEXT UCR SCHEDULE
1289	12/22/89 through 2/28/95	New phase or new reimbursement period started after 2/28/95 transitions to the 395 UCRs
395	3/01/95 through 12/31/97	New phase or new reimbursement period started after 12/31/97 transitions to the 198 UCRs
198	1/01/98 through 9/30/05	New phase or new reimbursement period started on or after 10/01/05 transitions to the 1005 UCRs
1005	10/01/05	Not Applicable

The 1289, 395, 198, and 1005 UCR Schedules are available as Volume II, III, IV, and V respectively of the Virginia Petroleum Storage Tank Fund Reimbursement Guidance Manual. See Section 1.7 for obtaining copies.

1289 UCR Schedule

The 1289 UCRs apply when Corrective Action activities began after December 21, 1989 and prior to March 1, 1995. When a phase or reimbursement period using 1289 UCRs continues beyond the 1289 UCR effective date (2/28/95), the 1289 UCRs remain in effect until a new phase or reimbursement period is begun. A site transitions to the 395 UCRs when a new phase or new reimbursement period starts after February 28, 1995. Costs for Work Performed units on a 1289 AAF for a phase or reimbursement period, which started after February 28, 1995, will be denied.

395 UCR Schedule

The 395 UCRs apply when a new corrective action phase or reimbursement period begins after February 28, 1995 and prior to January 1, 1998. When a phase or reimbursement period using 395 UCRs continues beyond the 395 effective date (12/31/97), the 395 UCRs remain in effect until a new phase or reimbursement period begins. A site transitions to the 198 UCRs when a new phase or new reimbursement period begins after December 31, 1997. Costs for Work Performed units on a 395 AAF for a phase or reimbursement period, which started before March 1, 1995, or after December 31, 1997, will be denied.

198 UCR Schedule

The 198 UCRs apply when a new corrective action phase or reimbursement period begins on or after January 1, 1998 and prior to October 1, 2005. When a phase or reimbursement period using 198 UCRs continues beyond the 198 effective date (10/01/05), the 198 UCRs remain in effect until a new phase or reimbursement period begins. A site transitions to the 1005 UCRs when a new phase or new reimbursement period begins after October 1, 2005. Costs for Work Performed units on a 198 AAF for a phase or reimbursement period, which started before January 1, 1998 or after September 30, 2005, will be denied.

1005 UCR Schedule

The 1005 UCRs apply when a new corrective action phase or reimbursement period begins on or after October 1, 2005. Costs for Work Performed units on a 1005 AAF which started before October 1, 2005, will be denied.

2.4.1 Task and Material Costs

DEQ has identified Tasks that are commonly performed during corrective action at petroleum storage tank sites and has established UCRs for these Tasks. Prior regional office authorization for all corrective action Tasks is required in order for those tasks to be eligible for reimbursement.

The regional office will also authorize items from the Material UCR Schedule for activities, which the regional office believes to be necessary, but are not included in the Task UCR Schedule. The regional office will authorize only material items where it is not possible to utilize a Task UCR. Material UCRs should not be used to replace Task UCRs. As part of the approval process, the regional office will identify the site-specific activities and then authorize the appropriate items and units for each activity from the Material UCRs. Appendix 4 contains a listing of professional classifications and their corresponding responsibilities.

Examples of activities that require use of material codes include:

- Sample analysis;
- Fate and transport modeling;
- Feasibility studies;
- Remediation system installation;

Remediation system O & M;
Fracture trace analysis; and
Consultant travel time and per diem.

2.4.2 Coding Items on the AAF

T & M Codes: Every item listed on an AAF for authorization must have a code entered in the column titled "Code". Tasks are pre-entered on the AAFs with the "T" codes listed in the "Code" column. Items from the Material UCR Schedule must be listed with their corresponding code in the Material section of the AAF. Most items on the Material UCR Schedule the Reimbursement Guidance Manual are listed with "M" Codes and their corresponding UCRs.

C-codes: There are also a limited number of items and commodities with "C" Codes (see Page 1-45 and 2-44 of Vol. II of the Reimbursement Guidance Manual). C coded items must be listed for authorization on the Material section of the AAF. C coded items do not have fixed Unit Rates or UCRs. Commodities or services claimed as C codes may be reimbursed at cost plus up to a 10 per cent mark-up if the responsible person was billed for the C coded item by the primary consultant and the cost plus 10 percent is claimed. C coded items will be reimbursed at cost if the responsible person was billed directly for the service or commodity. To be reimbursed for C-coded items, a bill or invoice from the supplier or vendor of the commodity, documenting the cost incurred, must be submitted with the claim. Utility late fees and penalties are not eligible for reimbursement. Invoices must conform to the invoice requirements found in Section 3.4.

Proposed and Contingent Unit values are not necessary when requesting authorization for C-codes, except when requesting authorization for C1008, Federal/State/Local Permit fees. When requesting authorization for permits (C1008), the number of permits needed must be listed in the "Proposed Units" column.

X-codes: If an item is listed on the AAF that is not included on the Material UCR Schedule and does not have a code, the claimant or consultant must assign one. Items that do not have an M or C-code must be assigned an X-code. Do not assign an X-code if the item has an M or C-code. An X-code is an alphanumeric code beginning with "X". For each site, X-codes must begin with X001, each item should be uniquely numbered, and the X-codes must be sequential, i.e. X001, X002, X003. Tasks and materials with the same description must use the same X-code no matter how many times each is listed on the AAF Claim Worksheet (e.g., 3 line items for bag filters should all be listed with the same X-code, not 3 different X-codes).

When requesting pre-approval for an X-code, an estimate of the total cost of the item or activity must be submitted to the regional office. The cost information should be clearly noted in the "Comments" field on the AAF. Any increase in the estimated cost of an X-coded item should be communicated to the regional office as soon as practical but certainly before the AAF is submitted for verification. Once the work is



completed the actual cost of the X-coded items or activities must be either noted in the "Comments" section of the AAF submitted for verification or noted on the invoices from the vendor with the cost clearly noted. X-coded items presented to the regional office for post-approval must be annotated with their actual cost.



When claiming X-coded items, the invoice from the vendor must support all X-coded items over \$25.00. Invoices submitted as supporting documentation for X-codes must include the invoice date, vendor's name, and either the PC number or site name (See Section 4.1.5 for invoice requirements).

2.4.3 Ancillary Costs

There are many small items that should not be charged separately. These ancillary costs are considered "tools of the trade" or as necessary to meet basic safety requirements and should not be billed to a site as separate items. These costs include, but are not limited to, the following:

Telephones	Faxes	Computers	CAD computers
Software	Photocopies	Postage	Office supplies
Building overhead	Hand tools	Cellular phones	Portable computers
Cameras	Hand auger	Courier service	Coolers
Field notebooks	Drum dolly	Flashlights	Ear protection
Protective clothing	Gloves	PID/FID/OVA	Parking fees
OSHA required equipment	Oil water interface probe	pH/conductivity meter	Photographic film & development

2.5 BIDDING

Bidding is required during the CAP Implementation Phase for activities or items with no UCR that cost more than \$500 over the duration of the phase. Regional staff may also require bidding in any phase where DEQ believes bidding is advantageous to the Commonwealth.



Prior to initiating work in any phase the responsible person may also elect to use bidding to demonstrate a reasonable rate that is higher than a DEQ established UCR for a Task or Material.

DEQ expects that bidding will be used most often during the CAP Implementation Phase, since this phase typically includes purchase and installation of remediation systems for which DEQ has few established UCRs. The following section provides guidance on when bidding is required and how to properly bid work in order to be eligible for reimbursement.

2.5.1 Role of the Primary Consultant

The responsible person may not have the technical expertise to develop bid specifications and review incoming bids for implementing corrective action plans or other phases. The following procedures assume that the responsible person will retain a primary consultant to assist with the bidding process and oversee site work. Some of the functions the primary consultant may perform at most sites can include:

1. Preparing engineering design and specifications for remediation systems;
2. Developing bid solicitations;
3. Reviewing incoming bids and selecting the winning bids;
4. Overseeing work performed by subcontractors;
5. Installing the remediation system;
6. Providing project management throughout the corrective action process;
7. Operating and maintaining the remediation system;
8. Monitoring site conditions and remediation system effectiveness;
9. Preparing status reports directed by DEQ;
10. Preparing or assisting with reimbursement application submittal; and
11. Removing the remediation system.

The personnel time needed for performing primary consultant functions must be listed on the Material section of the AAF. When requesting personnel time to perform these functions, the primary consultant should list the specific activities to be performed in the Comments section of the AAF.



A consulting firm may not bid on scopes of work at sites where it is managing the bid process.

2.5.2 Ensuring a Fair Bid Process

The responsible person or primary consultant should make every effort to ensure the bidding process is fair and unbiased because this is essential for impartial competition. A list of contractors to be invited to bid should be prepared. Each contractor should be evaluated for financial capacity and integrity and for the ability to complete a project of the size, scope, and complexity required. Only those contractors determined to be fully qualified, who can meet all contract requirements, should be invited to bid. The responsible person or primary consultant should allocate sufficient time for bidders to prepare their bids. All bids should be solicited at the same time allowing each bidder equal time to prepare a response. All bids should be delivered to a pre-designated place, no later than a specified time. A tabulation of all bids should be furnished to each bidder within ten days of the bid date and, for larger scope items, it is preferable that bids be opened in the presence of all bidders at a pre-designated time and location. By provisions in the instructions to bidders or in advertisements, the responsible person typically retains the right to

reject any and all bids. However, rejection should not be used as a device to accept a bid submitted after the prices of others were made public, or to obtain an estimate of the cost of the work which is then awarded in separate contracts or to a bidder selected in advance. Any irregularities in the bids may be waived, provided this is done after careful study and in good faith. Under no circumstances should a bidder be permitted to alter a bid after all bids have been opened. The contract should be awarded to the lowest responsible bidder.

For more detailed guidance in competitive bidding procedures, refer to the American Institute of Architects Document A501/Associated General Contractors of America Document 325; *Recommended Guide for Competitive Bidding Procedures and Contract Awards for Building Construction*.

2.5.3 DEQ General Bidding Requirements and Procedures

1. The scope of work must be clearly defined.
2. The bids must be obtained before the work is performed.
3. In most cases bids are site specific. However, some activities or items are performed or used repeatedly. If an activity or item has been properly bid it may be possible to utilize the same bid to perform the same activity or procure the same item[s] for another site[s] under the following conditions:
 - a. The original and subsequent scope[s] of work are of comparable scale such that there is no expectation of additional savings due to the size of subsequent projects.
 - b. The original bid contained unit rates and subsequent projects will be performed at the same unit rate.
 - c. If the original bid was for equipment, subsequent purchases of the same equipment are made at the same price.
 - d. The regional office approves the subsequent services or items within one year of the date of the original bid. The regional approval date is the DEQ Authorization date on the Bid Comparison form.

When using a bid for work at another site, a copy of the original bid and original Bid Comparison form must be attached to a new Bid Comparison Form and submitted to the current regional office for approval prior to initiating work. The top of the new Bid Comparison Form should be filled out with the information for the new site and list only the company that will perform the work supply the item. Once use of the precursor bid is approved by the regional office work may proceed.

Costs are claimed using the standard bid forms and procedures.

4. If eligible and ineligible items or activities are contained in the same scope of work the cost of just the eligible items or activities must be broken out. Further, the cost of the eligible items or activities in the selected bid must be the lowest of all bids regardless of the total amount of the bid.
5. Consultants cannot submit bids for scopes of work where the consultant or its firm are managing the bid process. DEQ believes that it would be a conflict of interest for the primary consultant to submit a bid for a scope[s] of work when the primary consultant also evaluates the incoming bids.
6. The primary consultant may perform any task or provide material or equipment for which there are DEQ established UCRs.
7. A minimum of three qualified bids must be received for each scope of work listed on the approved Bid Summary Form. If three qualified bids are not obtained, the primary consultant should evaluate solutions including soliciting bids from additional contractors and/or revising the specifications as needed to encourage additional bids and re-bid.
8. A written bid must be received from each bidder in the format specified by the primary consultant. However, DEQ requires the cover page of each bid to include:
 - a. The scope of work;
 - b. The scope of work number;
 - c. The name of the bidding company;
 - d. The name of the person preparing the bid;
 - e. The date that the bid was offered;
 - f. The specific service and number of units, or materials/equipment and number of units;
 - g. The total price (including all taxes and shipping/delivery fees) for that service or items and unit prices where applicable; and
 - h. The signature of an authorized agent for the bidder.
9. All bids must be for the same scope of work including number of units and equipment size[s]. Lump sum totals must be shown for all bids received and contracts will be awarded based on the lump sum amounts including freight, shipping, and applicable taxes. Unit prices must also be shown when applicable.
10. Each scope of work which is bid must be listed on a Bid Comparison Form. The Bid Comparison Form lists bids, which were received for each scope of work, names of the bidders, dollar amounts for the bids, and indicates the successful bid.

11. In order for a bid to be considered valid, the scope of work listed on that bid must correspond with the scope of work approved by the regional office on the Bid Summary Form.
12. The responsible person and primary consultant are responsible for ensuring that work is performed according to the bid specifications, and verifying that work claimed for reimbursement is completed. The responsible person and the primary consultant are responsible for completely supervising and directing the work of all subcontractors.

2.5.4 Phone Bids

Phone bids are acceptable for bidding a scope of work totaling less than \$5,000. The following information must be submitted to the regional office documenting the phone bids:

- a. The scope of work;
- b. The scope of work number;
- c. The name of the bidding company;
- d. The name of the person providing the bid;
- e. Phone number where the bidder may be reached;
- f. The date that the bid was offered;
- g. The specific service and number of units; or materials/equipment and number of units;
- h. The total price for that service or items and unit prices where applicable; and
- i. The names and titles of individuals obtaining the phone bids.

2.5.5 The Bid Process

As with work that is not bid, pre-approval is recommended. However, in some situations, completing some or all the following steps may not be practical or possible. Under those circumstances, proceeding without pre-approval is acceptable, however, the claimant or consultant must recognize the inherent risk in proceeding without approval and that could result in denial of all bid costs.

Step 1: The responsible person or the Primary Consultant Prepares and Submits Bid Summary and Activity Authorization Forms To the Regional Office for Approval

The responsible person or primary consultant will identify which items will be bid and which will be reimbursed based upon the UCR schedules. To obtain approval for these activities, both a Bid Summary Form and an AAF must be submitted. Material or equipment, which will be bid, must be listed on the Bid Summary Form (see Appendix 7) and assigned a scope of work number. Tasks or materials, which utilized UCRs, must be listed on an AAF (see Appendix 6).

All non-bid activities planned for completion during the phase or reimbursement period must be included on an AAF. AAFs should include personnel time needed to develop bid solicitations, evaluate bids, and other necessary items listed in Section 2.5.1. The Bid Summary Form and AAF must be submitted to the regional office for approval.

Every item or activity must be listed on either the Bid Summary Form or the AAF, not both.

Step 2: Bid Summary and Activity Authorization Forms Are Approved and Returned To the responsible person



The regional office will review the AAF[s] and approve appropriate activities and units. The responsible person may also be directed to obtain bids for any task, equipment, material, or service and modify the AAF and Bid Summary Forms accordingly.

The regional office will evaluate the information listed on the Bid Summary Form[s] and ensure that necessary items and services are included and that the scopes of work are appropriate. The regional office staff may request engineering designs or other detailed information on which the scopes of work on the Bid Summary Form are based. Once the regional office staff completes its review, copies of the approved AAF[s] and Bid Summary Form[s] will be returned to the responsible person.

If additional work or change orders for bids are required, additional AAFs and Bid Summary Forms must be submitted to the regional office for approval. Please see Section 2.5.7 for instructions regarding change orders.

Step 3: Responsible Person Obtains and Submits Bids to the Regional Office for Review



After receiving an approved Bid Summary Form, competitive bids for the scope[s] of work listed on the Bid Summary Form[s] may be obtained. A minimum of three qualified bids must be obtained for each scope of work identified on the Bid Summary Form. Bids must include shipping and freight charges and applicable taxes. All bids must be opened at the same time, preferably at a pre-designated time and location. Once all bids have been received and opened, copies of the bid solicitations, completed Bid Comparison Form (see Appendix 7), and bids or phone bid documentation must be sent to the regional office for verification. The Bid Comparison Form must list the bids which were received for each scope of work, who provided the bids, the total amount of each bid, and the lowest bid that met the specified scope of work.

Copies of the bids must be attached to the Bid Comparison Form and must be arranged in the order in which they are listed on the form.

Step 4: The Regional Office Reviews the Bids

Upon receiving copies of the bid solicitations, Bid Comparison Form[s], and bids or phone bid documentation, the regional office staff will confirm the bid selections. The regional office will retain copies of the bids and send a signed copy of the Bid Comparison Form to the responsible person, authorizing the responsible person to award the contracts.

Step 5: The Owner/Operator Initiates Bid Work

Once the Bid Comparison Form[s] signed by the regional office has been received, bid activities may begin.

Step 6: Submittal of Completed Bid Work Progress and Activity Authorization Forms

Before a reimbursement application can be processed, the responsible person must submit to the regional office completed Bid Work Progress and Verification Forms, AAFs, and reports or other related work products required for the phase or reimbursement period. The Bid Work Progress and Verification Form lists work performed during the phase or reimbursement period and indicates the cumulative percentage of work completed for each scope of work. The AAF indicates the number of units of work performed for non-bid items for the same phase or reimbursement period.

The Case Manager at the regional office will review the AAF and the Bid Progress Form to verify that the specified work has been completed. The regional office is responsible for forwarding AAFs and Bid Work Progress and Verification Forms to the DEQ Central Office for reimbursement processing.

Step 7: Submitting a Claim with Bid Costs

A Bid Cost Worksheet is used to claim reimbursement for all costs that were bid. Costs that were bid should never be claimed on an AAF Cost Worksheet. Each Scope of Work Number for which costs are being claimed must be listed as well as a brief description. The Scope of Work Number must match the number on all previous bid forms for the corresponding scope of work. Enter the primary consultant's invoice number and if applicable, the subcontractor's invoice number. Enter the invoice date from the primary contractor's invoice. Enter the amount claimed including any eligible mark-up. DEQ will reimburse up to the amount of the lowest bid, which met the scope of work approved by the regional office plus up to 10% mark-up if the costs were not billed directly to the responsible person.

2.5.6 Bidding Requirements for CAP Implementation Phase

For sites with acceptable Corrective Action Plans, the regional office sends a CAP approval letter to the responsible person. If Interim Authorization of a CAP is requested and necessary, the regional office sends an Interim Authorization approval

letter authorizing the requested actions to be taken under Interim Authorization. Upon receipt of the CAP or Interim Authorization approval letter, the responsible person or primary consultant will identify the scope[s] of work for activities and materials needed for the CAP Implementation Phase.

Bidding may occur at different times throughout the CAP Implementation Phase (i.e., design, construction/start-up, O&M). If the responsible person or primary consultant wishes to bid an item, a scope of work for this item or service must be developed and a scope of work number must be assigned. Bids for services, materials, and equipment may be combined or aggregated as deemed appropriate by the responsible person or primary consultant. The scopes of work that are to be bid for the duration of the CAP Implementation Phase are then summarized on a Bid Summary Form. CAP Implementation Phase work is authorized as follows:

1. Tasks and materials on the UCR Schedule may be listed on an AAF for authorization by the regional office and do not require bidding. In some cases, the regional office may require bidding for tasks or materials with UCRs, which must be bid. If this occurs, the responsible person is required to modify the AAF and Bid Summary Forms accordingly.
2. Materials and equipment which are not listed in the UCR schedule and cost more than \$500 over the duration of CAP Implementation must be listed on the Bid Summary Form, assigned a scope of work number, and bids obtained. The responsible person also has the option of bidding any activity or item, even if there is an applicable UCR. In these cases, reimbursement will be based upon the lowest bid even if it exceeds the UCR.



Activities or items should be logically organized or grouped to facilitate bidding and under no circumstances should activities or elements that logically belong together be split apart in an effort to avoid bidding. When this appears to occur reimbursement will be limited to a total of \$500 for all the related scopes of work.

3. Activities or items not listed in the UCR schedule, which will cost less than \$500 over the duration of CAP Implementation need not be bid. Rather, they are authorized on the Material section of the AAF. On the AAF, each activity or item that does not have a Material UCR must be assigned a three-digit code beginning with "X" (See Section 2.4.1 for a more detailed explanation). For each site, "X" codes must be unique, begin with X001, and be sequential. For example, X001, X002, X003,....



4. Task T040, General Project Management, may not be used and costs associated with this task code will not be reimbursed during the CAP Implementation Phase. Personnel time needed for project management activities should be authorized on the Material section of the AAF. The primary consultant, when requesting personnel time, must specify on the AAF

the activities to be performed and the amount of time that personnel at each level will spend on each activity.

5. Preparing a scope of work for bid may take considerable time to complete and could extend over multiple reimbursement periods. To request reimbursement for work performed during a reimbursement period, the Bid Work Progress and Verification Form must indicate the cumulative percentage of the scope of work completed. This is the percentage of the scope of work that has been completed since the CAP Implementation Phase began through the end date of the reimbursement period being claimed. New Bid Work Progress and Verification Form[s] must be completed to claim any remaining bid work in subsequent reimbursement periods.
6. An AAF that has been submitted with a CAP Implementation Phase reimbursement application cannot be used in any subsequent reimbursement applications. Work, which was authorized on an AAF but not performed, must be re-authorized on a new AAF in order to be eligible for reimbursement during a subsequent reimbursement period.

Note: To ensure site activities are not interrupted, AAFs listing activities to be performed during the next reimbursement period should be authorized prior to completion of the current reimbursement period.

2.5.7 Bidding Requirements Outside of CAP Implementation Phase

If the responsible person believes a Task or Material UCR is not reasonable, DEQ will also allow the use of bidding to demonstrate the reasonableness of the costs in any phase. In addition, DEQ may require the use of bidding in any phase when DEQ believes bidding is advantageous to the Commonwealth.



For phases without reimbursement periods (See Section 2.3.1, Reimbursement by Complete Phases), all bid work must be completed and claimed in the sole reimbursement application for the phase. The responsible person must take care to ensure that the Bid Work Progress and Verification Form and reimbursement application include all bid work completed during the phase. Unclaimed bid work cannot be submitted in a reimbursement application for another phase.

In the Post Site Characterization Monitoring Phase, the claimant establishes reimbursement periods for submittal of applications (see Section 2.3.2). To request reimbursement for work performed during a reimbursement period, the Bid Work Progress and Verification Form must indicate the cumulative percentage of the scope of work completed. This is the percent of the scope of work completed from the beginning of Post Site Characterization Monitoring Phase through the end date of the reimbursement period for which an application is being submitted. A new Bid Work Progress and Verification Form must be completed for each reimbursement period.

2.5.8 Change Orders

Any change to an approved bid scope of work is considered a Change Order. Change Orders can only be made to the original scope of work, not to a previous Change Order. Work which was not included as part of the approved bid scope of work requires regional office approval using either of the two following mechanisms in order to be eligible for reimbursement:

1. When the number of units of an approved bid scope of work increase, yet the unit costs (as specified in the successful bid) do not change, additional bidding for the change order units may not be required. For the additional units, complete a Bid Summary Form by assigning a new scope of work, scope of work number, and filling in the Change Order block. Submit the Bid Summary Form to the regional office for approval. This additional work does not have to be bid if the regional office approves the additional units. See Appendix 7 for detailed instructions on completing the Bid Summary Form.

Example: Bids, which contained unit rates, were obtained for excavating 300 tons of soil. After initiating work on site, it was determined that an additional 90 tons of soil should be excavated. A Bid Summary Form indicating the scope of work, the additional proposed number of units, and that this as a change order was submitted to the regional office. The regional office believed that the additional work was necessary, approved the scope of work, and returned a copy of the approved Bid Summary Form. The responsible person proceeded with the additional excavation without obtaining bids using the unit rates from the original bid.

2. When unit prices for a previously approved scope of work will be different than those submitted on the original bid, or when a unit price was not included in the original bid, a new scope of work and scope of work number must be assigned. Work for these change orders must be bid using the bidding requirements of this section.

2.5.9 Mark-up

Mark-up on costs that are incurred and billed by the primary consultant directly to the responsible person is not eligible for reimbursement. Only costs for subcontracted services, equipment, and materials obtained through an approved bid and billed to the responsible person by the primary consultant are eligible for mark-up of up to 10%.

2.5.10 Sole Source Bids

DEQ encourages exploring resourceful approaches to remediation but recognizes when using innovative or proprietary technology obtaining three competitive bids may be unfeasible. In these cases the central office and region staff will work with the responsible person and/or his consultant to select an approach that will allow

employing inventive methods, secure adequate reimbursement, and ensure a reasonable cost. DEQ encourages the use of performance based bids in cases where proprietary technology or equipment is being proposed. In order to be eligible for reimbursement it is important to obtain approval for any nonconforming bidding procedures before the bidding or work is initiated.

2.6 REGIONAL OFFICE VERIFICATION OF AUTHORIZED WORK

Before a reimbursement application can be processed, the following must be submitted to the regional office:

1. Reports or other work products required for the completed phase or reimbursement period;
2. AAFs with the Work Performed Column completed (work-performed AAF); and/or
3. Completed Bid Work Progress and Verification Forms.



The AAF[s] and Bid Work Progress and Verification Forms should not be bound in the report. The AAF[s] and the Bid Work Progress and Verification Forms must include all work performed for the phase or reimbursement period.

Before the report is submitted to the regional office, the claimant should take care to ensure that the AAF[s] and/or Bid Work Progress and Verification Form accurately reflect the work performed for the phase or reimbursement period. All evidence to support the necessity of work, which was not authorized by the regional office but is listed in the work performed column of the AAF, must be submitted with the work-performed AAF.

The regional office case manager reviews the report and completes a verification package documenting the work performed for the phase or reimbursement period. DEQ procedures allow thirty days for the case manager to complete the verification package. When completed, the case manager forwards the verification package to the Reimbursement Staff at the Central Office of DEQ to be used in processing the corresponding claim. The claimant must send the reimbursement claim to the DEQ Central Office. See Section 3.1, The Reimbursement Application, for additional information about submitting reimbursement applications

3.0 COMPLETING AND SUBMITTING THE REIMBURSEMENT APPLICATION

3.1 THE REIMBURSEMENT APPLICATION

The Reimbursement application must be used to request reimbursement from the Fund. Clearly type or print all information and ensure that all required documents are submitted

with the application. Attach additional pages as necessary to explain responses. Sign and date the application where indicated. Send the original signed application with one copy of each of the supporting documents. Retain a copy of the application and the original supporting documents for seven years from the date of submission. To confirm delivery, it is suggested that applications be mailed certified, return receipt requested. Applications may not be submitted by facsimile or through electronic means.

A phase or reimbursement period must be completed before a reimbursement application can be submitted. AAFs with the units in the Work Performed Column filled in, completed Bid Work Progress and Verification Forms, and reports or other related work products required for the completed phase or reimbursement period must be submitted to the regional office. The AAF[s] and the Bid Work Progress and Verification Forms must include all work performed for the phase or reimbursement period. Failing to enter units in the Work Performed field will result in denials that may not be corrected by Reconsideration.

3.1.1 Reimbursement Application Accuracy

An accurately completed Reimbursement Application insures that the application can be processed without delays and denial of costs. It is the responsibility of the claimant and/or consultant to ensure that all application forms (AAFs, Bid Work Progress and Verification Forms, and application Worksheets) are complete and accurate. Failure to exercise proper care in preparing an application may result in a denial of costs, which may not be corrected through the reconsideration process. The following are types of errors that may not be corrected through the Reconsideration Process:

1. Items or units omitted from the Work Performed Column of the AAF or the Bid Work Progress and Verification Form will not be eligible for reimbursement even if these items are included on the worksheet(s) of the application.
2. Items or units omitted from the worksheet(s) of the application will not be eligible for reimbursement.
3. Failure to limit the use of an AAF to only one phase or reimbursement period.
4. No additions or revisions to the AAFs and/or the Bid Work Progress and Verification Forms will be accepted from the claimant after the regional office forwards the verification package to Central Office of DEQ.
5. Failure to claim performed work on the application Worksheets.
6. Typographical errors on the AAF in the "Proposed," "Contingent," or "Work Performed" columns.

7. Typographical errors on the Worksheets of the reimbursement application.
8. Failure to claim Task or Material item as authorized on the AAF (authorized Tasks must be claimed as Tasks; authorized Materials must be claimed as Material items).
9. Failure to claim all costs in a phase or reimbursement period. (These costs are not eligible for reimbursement in subsequent claims).
10. Using one invoice in multiple claims. Invoices submitted in an application cannot be used as documentation for reimbursement of costs in subsequent claims.
11. Using Task or Material codes on an AAF or application Worksheet that are not listed on the UCR Schedule which is in effect for the application.

3.2 FILING REQUIREMENTS FOR CLAIMS

3.2.1 Filing Deadlines



The 1997 General Assembly enacted a claim-filing deadline for leaking petroleum storage tank sites. The law prohibits reimbursement of applications for cleanup and third party claims received after the filing deadline. The deadline for filing applications for reimbursement and third party claims is two years after case closure (the date DEQ closes the investigation and cleanup activities for a site).

In addition to the filing deadline, please remember that only underground storage tank cleanup costs incurred after December 22, 1989 and aboveground storage tank cleanup costs incurred after January 1, 1992 are eligible for reimbursement.

3.2.2 Filing Requirements

1. Only phases or reimbursement periods utilizing the same UCR Schedule are allowed in an application. A separate application must be submitted for phases or reimbursement periods utilizing different UCR Schedules.

Example: The Initial Abatement Phase and Site Characterization Phase were completed utilizing the 395 UCR Schedule. The Corrective Action Plan Development Phase was completed using the 198 UCR Schedule. A minimum of two separate applications is required. One application would include the Initial Abatement and Site Characterization Phases (395 UCR Schedule) and the second application would be for the CAP Development Phase (198 UCR Schedule).

2. Claims for Post Site Characterization Monitoring may be submitted only twice within a calendar year.
3. Claims for Corrective Action Plan Implementation may be submitted only twice within a calendar year.
5. Only one application utilizing 1289 UCRs for a site will be accepted. This application must include all remaining phases or reimbursement periods which utilize 1289 UCRs. All 1289 UCR units for which you seek reimbursement must be listed in the Work Performed column of the AAF. Any units not listed in the work-performed column of the AAF[s] submitted for regional office verification will be ineligible for reimbursement.



3.3 APPLICATION FORMS AND WORKSHEETS

The following is a description of the application forms and an explanation of their use. The application forms and detailed instructions can be found in Appendix 2. Appendix 3 contains the application Worksheets and instructions.

Form 1 - Reimbursement Application

This is a two-page form that must be filled out and submitted with each application for reimbursement. The form requests claimant, site, insurance, financial responsibility and cost information.

The application requires the claimant to certify that the responsible person has read and understands the requirements for reimbursement and that the information provided on the application is true and correct. In addition, the claimant agrees to pay any remaining financial responsibility requirements.

Substitute IRS Form W-9

This form must be filled out and submitted with the first application for each site by the responsible person. Completion of the form certifies that the responsible person has provided their correct taxpayer identification number, is not subject to backup withholding of federal taxes, and will update this information as necessary. If the proceeds of the claim are being assigned to another party, this form is not required. See below.

Form 2 - Payment Assignment Form and Substitute IRS Form W-9

When a responsible person wishes to assign the proceeds of a reimbursement application to another party, Form 2 must be filled out, signed, notarized, and submitted. The assignment applies only to the reimbursement application with which it is submitted and any Reconsideration of that application. Any check issued as a result of the reimbursement application will be issued only to the party named as the assignee and mailed to the assignee's address.

Form 3 - Multiple Owners Payment Assignment Form

When there are multiple responsible persons (owners/operators), only one responsible person may claim the costs submitted for the cleanup. The remaining owners/operators must assign the right to reimbursement to this single claimant. A separate, signed and notarized form for each owner must be filled out and submitted with the first application.

AAF Cost Worksheet

The AAF Cost Worksheet must be submitted to claim the costs for materials or tasks performed and link those materials or tasks to invoices or other cost documentation. Separate worksheets must be submitted for each completed corrective action phase or reimbursement period claimed in the application. The items and activities claimed on the worksheet must be listed using Task, Material, "C", or "X" codes as described in Section 2.4.1.



Full care must be given to preparing the AAF Cost Worksheet. If Task, Material, C, or X codes are left off the worksheet, not only will costs be denied and the denial may not be overturned upon Reconsideration.

Bid Cost Worksheet

After completing a reimbursement period or phase where activities or items were obtained using the bid process, a Bid Cost Worksheet must be submitted to claim the costs for work completed. Items and activities claimed on the worksheet must be listed using the same Scope of Work Numbers that were listed on the Bid Summary Form.

3.4 INVOICES

In order to be reimbursed for eligible corrective action expenses, an applicant must provide documentation to demonstrate that the expenses were incurred. Invoices are acceptable proof of incurred expenses. Include legible copies of invoices from the contractor or consultant who performed or managed the work. All invoices must include the following:

1. Site name, DEQ Pollution Complaint Number (PC Number), or site address;
2. Vendor, contractor, or service provider name;
3. Contractor's invoice number; and
4. Invoice date

Only invoices pertaining to the corrective action phase or reimbursement period being claimed in the current application will be accepted. Costs omitted from previous claims are ineligible for reimbursement in subsequent claims. Likewise, invoices submitted in previous claims will not be eligible documentation for reimbursement of costs in subsequent claims. In order to reduce the risk of disqualification of costs, costs for different corrective action phases should be invoiced separately. If possible, invoices should be structured so that costs are grouped according to task or activity.



Please note: DEQ may at any time request, in addition to the invoice[s], any and all supporting cost documentation for a claim. Failure to maintain and provide this documentation may result in denial of associated costs.

3.4.1. Costs Incurred with No Invoice

For costs which are generally not invoiced, documentation of the costs is still required. In the case of prepayment (such as local fees, utility power drops, etc.) the claimant must provide documentation that the cost was not invoiced along with a receipt for payment. Documentation can consist of a copy of the Fee Schedule printed from the corresponding website, the Fee Schedule on letterhead, or a detailed receipt that lists the fee charged and what the fee was for; such as: Water connection fee of \$2,500 and water meter fee of \$45. The receipt shall have the issuing authority's name pre-printed, to be acceptable.

In the case of in which the responsible person performs some corrective actions himself, reimbursement is limited to the cost incurred by the responsible person, which may be lower than the UCR. The responsible party cannot invoice himself and then claim for reimbursement. Rather, the claimant must document these costs by providing a certified statement from the company's chief financial officer on company letterhead. The statement must identify for each employee whose time is being claimed, the total hours spent on the cleanup, the actual hourly rate paid, a calculation of fringe benefit costs, and any overtime pay associated with the cleanup. For equipment costs, the statement must explain the basis for calculating the rate claimed. To claim materials and equipment rental, the claimant must submit receipts or invoices to support the actual costs claimed.

3.5 WHERE TO SEND THE REIMBURSEMENT APPLICATION



Submit the original completed reimbursement application including the application Worksheets and the appropriate supporting documentation to:

Department of Environmental Quality
P. O. Box 10009
Richmond, VA 23240-0009

ATTN: Office of Spill Response and Remediation
Claim Processing Section

3.6 HOW TO WITHDRAW A REIMBURSEMENT APPLICATION

Withdrawing a claim before DEQ has completed processing it to correct an error and re-submit is the only way to correct some claim preparation errors. See Section 4.4, Errors Identified Through The Reconsideration Process, for a list of errors that may require withdrawing a claim. Only the Claimant may withdraw a claim after it has been submitted. Once a claim has reached the Decision stage it may not be withdrawn. To withdraw a claim the Claimant must submit a letter, via mail or fax [804-698-4338], requesting the withdrawal. The letter shall include the PC and Claim Numbers of the claim to be withdrawn. The address for mailed requests is as listed above in Section 3.4.

4.0 PROCESSING THE REIMBURSEMENT APPLICATION

4.1 HOW DEQ PROCESSES THE REIMBURSEMENT APPLICATION

4.1.1 Application Review

After receipt of an application for reimbursement of corrective action costs, DEQ will review the claim application for the following:

1. If the applicant and the release are eligible for reimbursement;
2. If the application has been completed correctly, including all required signatures;
3. If all of the necessary forms and documentation have been submitted;
4. The financial responsibility requirement of the claimant for access to the Fund;
5. If the financial responsibility demonstration requirement has been met;
6. If the cost is reimbursable under an insurance policy;
7. If costs were incurred or paid within the acceptable date ranges;
8. If acceptable invoices have been submitted.
9. If the activities listed in the application worksheets were verified as performed and necessary by the regional office;
10. If there are any costs submitted for reimbursement that are not eligible;
11. If the costs for corrective actions are reasonable based on the appropriate UCR Schedule; and
12. If the competitive bidding process was used according to procedures.

Upon completion of the reviews described above, DEQ will render reimbursement decisions based upon the information contained in the file. These reimbursement decisions will be documented and communicated to the applicant through a Reimbursement Decision package. See Section 4.2 for further explanation of DEQ decisions.

4.1.2 Time Required to Process a Reimbursement Application

It is the objective of DEQ to process an application within 30-45 days of receipt. This processing time frame is dependent upon the completeness of the application. If an application is received but all necessary information is not included, processing of that application will be delayed.

4.1.3 Delayed Processing and Rejection of Applications

There are a number of defects that can delay the processing and payment of an application or result in the application being rejected. The following is a partial list of those defects:

1. Failure to complete all necessary forms;
2. Failure to submit all required forms;
3. Lack of appropriate signatures on the reimbursement application forms;
4. The reimbursement application and/or forms are incomplete or illegible;
5. The responsible person has not signed the reimbursement application;
6. The application is filed listing someone other than the responsible person as the claimant;
7. Required documentation is not submitted with the reimbursement application;
8. Phase Cost Worksheets are not completed by phase;
9. CAP Implementation Bid Worksheets are not completed by reimbursement period;
10. More than two reimbursement applications per site are submitted in a calendar year for CAP Implementation Phase or Post Site Characterization Monitoring Phase; and
11. Phases with different UCR Schedules in one reimbursement application.

Applications which cannot be processed as submitted, will be rejected with a letter providing the reason for the rejection. To assist the claimant and ensure that all required documentation is submitted with the application, an Application Checklist has been included with this Guidance Manual in Appendix 2.

4.1.4 How DEQ Handles Defective Claims

As a general rule, DEQ's processing procedures reflect a balance of customer service and processing efficiency. Any time an application is lacking documentation or improperly submitted, processing will be delayed. When DEQ finds essential information is missing, an evaluation is made to assess if the claim can be processed without the information and if so, what adverse impact the missing information will


have with respect to the amount approved for reimbursement. If the claim can be processed without the missing information and the defect can be addressed through the reconsideration process, then the claim is usually processed "as is". If it is not possible to process the claim "as is", DEQ usually attempts to contact the claimant and resolve the deficiency(ies). If contacted, an applicant will have 14 days from the date of the call or letter to submit the information requested. Extensions of the 14-day deadline will not be granted. An application which does not contain all of the required information after the 14 day time frame may be rejected or processed "as is", which can result in costs being denied. In rare cases, an application may have so many and/or such significant defects that it cannot be processed and it will be rejected immediately with a written explanation of the defects and what remedies are needed.

4.2 DEQ REIMBURSEMENT PACKAGES

Once a claim has been processed, DEQ will prepare a reimbursement package. The reimbursement package provides the claimant with information on the total amount of the application, the amount disallowed, the amount approved, the financial responsibility requirement of the claimant, and the total amount of any previous payments. If DEQ does not pay the claim in full, the reimbursement package will briefly describe the reason for denial. The check for payment of reimbursement is mailed separately and will follow the reimbursement package in one to two weeks.

4.3 RECONSIDERATION PROCESS

The claimant may request reconsideration of any cost denied in the reimbursement package before the preliminary reimbursement decision becomes final.

 If the claimant disagrees with the cost denials in the reimbursement payment package, the claimant must a Notice of Intent (NOI) to Seek Reconsideration and a Reconsideration Claim Form with DEQ within the filing deadlines specified in the reconsideration procedures. If filing deadlines are not met, the cost denial[s] in the reimbursement payment package becomes final. The written objection must be in the format specified in the Reconsideration Procedure Package, explain the reasons for disagreement with the reasons for denial in the reimbursement payment package, and must supply any additional supporting documentation. Upon receipt of this information and at the claimant's request, DEQ will schedule a reconsideration meeting to re-evaluate the denied costs.

4.3.1 Reconsideration Procedures Summary

The reconsideration payment package notifies the claimant of the claimant's right to a proceeding to discuss any cost denials resulting from DEQ's evaluation of the reimbursement claim. The notification will inform the claimant that:

1. If requested in the NOI, the claimant may have a conference with a technical reviewer prior to the Reconsideration proceeding;
2. The claimant may appear in person or be represented by counsel or other qualified representative for the presentation of factual data, argument, or other proof in connection with the claim;
3. The proceeding will be recorded;
4. The claimant may choose to forgo an in-person meeting to contest the preliminary cost denials and present his data, argument and/or proof in writing;
5. The claimant may request copies (at claimant's expense) of the reimbursement file;
6. The claimant is required to notify DEQ in writing of their intention to seek reconsideration within filing deadlines;
7. The claimant must specify in the written Notice of Intent whether the claimant seeks reconsideration through a meeting or in writing only; and
8. Within the filing deadline, the claimant must submit a written summary of the issues that will be contested using the Reconsideration Claim Form.

Claimants have one opportunity to contest DEQ reimbursement denials. If the claimant fails to meet the filing deadlines contained in the reimbursement procedures, the cost denial[s] in reimbursement package becomes final.

The complete Reconsideration procedures and forms are included in Volume III of this manual. In addition, each reimbursement package will include these procedures for seeking reconsideration.

4.4 DELAYED PAYMENT OF VIRGINIA PETROLEUM STORAGE TANK FUND CLAIMS

§ 62.1-44.34:11.A.11 of State Water Control Law requires that the Virginia Petroleum Storage Tank Fund balance be maintained at "a level sufficient to ensure that the Fund can serve as a financial responsibility demonstration mechanism for owners and operators of underground storage tanks." It further states that "Any disbursements made by the Board pursuant to subdivision 2 of this subsection may be temporarily reduced or delayed, in whole or in part, if such action is necessary, in the judgment of the Board, to maintain the Fund balance."

The Fund balance fluctuates and may drop, due to increased claim filings and reduced revenue, to a level where it is no longer possible to pay all claims once they have been processed. When the Fund balance approaches this level, DEQ, the Comptroller, and the Department of Motor Vehicles will take the necessary steps to increase the amount of the fee

collected pursuant to § 62.1-44.34:13.D of State Water Control Law. During these cycles DEQ may find it necessary to implement Delayed Payment Claim Processing Procedures.

When Delayed Payment Claim Processing Procedures are implemented, claims will be processed as usual and once completed they will be placed on a Release Request Listing. When reimbursement packages are mailed out claimants will be notified that their claim will be paid as money becomes available. Claims will be organized on the Release Request Listing in order by the week the claim was completed. Claims completed within the same week will be listed in order by the received date. Each month, DEQ will determine the amount of revenue received which can be made available for claim payments, and claims will be released based on their placement on the list. Due to fluctuations in claim amounts and revenues received it is not possible for DEQ to predict exactly how long Delayed Payment Processing will continue.

APPENDIX 1

Definitions

DEFINITIONS

The following definitions are critical to understanding this Guidance Manual and the relevant Virginia regulations. Please take a moment to familiarize yourself with these definitions.

Aboveground Storage Tank or AST means any one or a combination of tanks, including pipes, used to contain an accumulation of oil at atmospheric pressure, and the volume of which, including the volume of the pipes, is more than 90% above the surface of the ground.

This term does not include (i) line pipe and breakout tanks of an interstate pipeline regulated under the Hazardous Liquid Pipeline Safety Act of 1979 and (ii) flow-through process equipment used in processing or treating oil by physical, biological, or chemical means;

Bid Scope of Work means any combination of services, materials, personnel, equipment, and number of units specified in a bid solicitation package.

Change Order means any change to an approved bid scope of work.

Corrective Action means all actions necessary to abate, contain, and clean up a release from an UST system, an exempt UST 1 and 2, a small heating oil AST, or a facility and to mitigate the public health or environmental risk from such releases. Corrective action for an UST system must be conducted in accordance with Parts V and VI of 9 VAC 25-580-10, et seq. Corrective action for an exempt UST 1 and 2, a small heating oil AST or a facility shall include the requirements for containment and clean up as defined in Virginia Code § 62.1-44.34:14 and must be conducted in accordance with Virginia Code § 62.1-44.34:18. This term also includes the provision of an alternate water supply and actions necessary to abate, contain, and clean up a release conducted on the property of a third party who is not responsible for the release. This term does not include those actions normally associated with closure, change in service, upgrade or replacement of an UST system, an exempt UST 1 and 2, a small heating oil AST, or an AST at a facility.

Exempt UST means an underground storage tank exempt from the requirements of Article 9 of the State Water Control Law and UST regulations. These exempt USTs are identified in clauses 1 through 9 of the definition of an underground storage tank.

Facility means any development or installation within the Commonwealth that deals in, stores, or handles oil, and includes ASTs. The term does not include UST systems or pipelines.

Fund Fee is the fee Code § 62.1-44.34:13 imposes on the sale, use and delivery of certain fuels to generate revenue for the Fund. Fee eligible fuels are gasoline, aviation gasoline, diesel fuel (including dyed diesel fuel), blended fuel, and heating oil.

Interim Authorization refers to DEQ written authorization to undertake corrective action activities prior to the approval of a Corrective Action Plan. Work performed under Interim Authorization must be conducted and costs claimed under the CAP Implementation Phase.

Operator of a Facility means any person who owns, operates, rents, or otherwise exercises control over, or responsibility for, a facility.

Operator of an Exempt UST 1 or 2 means any person who owns, operates, rents or otherwise exercises control over, or responsibility for, an exempt UST 1 or 2.

Operator of a Small Heating Oil AST means any person who owns, operates, rents or otherwise exercises control over, or responsibility for, a small heating oil AST.

Operator of an UST System means any person in control of, or having responsibility for, the daily operation of the UST system.

Owner of an UST System means:

1. in the case of an UST system in use on November 8, 1984 or brought into use after that date, any person who owns an UST system used for storage, use, or dispensing of regulated substances;
2. in the case of any UST system in use prior to November 8, 1984, but no longer in use after that date, any person who owned such UST immediately before the discontinuation of its use; but
3. shall not include any person who loans money to an UST owner/operator as long as that person does not manage or operate the regulated USTs. The loan must be secured by the real estate on which the USTs are located.

Primary Consultant means the person or firm hired by the responsible person to assist with the bidding process and oversee Corrective Action Plan implementation for a site.

Reimbursement Period means the period of time extending from the earliest invoice date to the latest invoice date (exhibited on invoices) submitted with a CAP Implementation or Post Site Characterization Monitoring reimbursement application.

Release means any spilling, leaking, emitting, discharging, escaping, leaching or disposing from an UST system, an exempt UST 1 and 2, a small heating oil AST, an AST, or a facility into ground water, surface water or upon lands, subsurface soils or storm drain systems.

Responsible person or RP means any person who is an owner or operator of an underground storage tank or aboveground storage tank at the time the release was reported to DEQ.

Rolling Stock means the wheeled, over-the-road vehicles.

Scope of Work Number means a unique reference number, which must be established by the responsible person or the primary consultant, for a specific scope of work (See Bid Scope of Work).

Small Heating Oil AST means any aboveground storage tank with a capacity of 5,000 gallons or less, used for storing heating oil for consumption on the premises where the tank is located.

Successful Bid means the lowest bid received for a particular scope of work, which meets the requirements, specified in the bid solicitation package.

Underground Storage Tank or UST means any one or a combination of tanks (including underground pipes connected thereto) that is used to contain an accumulation of petroleum, and the volume of which (including the volume of underground pipes thereto) is 10% or more beneath the surface of the ground. This term does not include any of the following exempt USTs:

1. farm or residential tank of 1,100 gallons or less capacity used for storing motor fuel for non-commercial purposes;
2. tanks used for storing heating oil for consumption on the premises where the tank is located;
3. septic tank;
4. pipeline facility (including gathering lines):
 - a. regulated under the Natural Gas Pipeline Safety Act of 1968, or
 - b. regulated under the Hazardous Liquid Pipeline Safety Act of 1979, or
 - c. which is an intrastate pipeline regulated under state laws comparable to the provisions of the law referred to above;
5. surface impoundment, pit, pond or lagoon;
6. storm water or wastewater collection system;
7. flow-through process tank;
8. liquid trap or associated gathering lines directly related to oil or gas production and gathering operations; and
9. storage tank situated in an underground area (such as a basement, cellar, mine working, drift, shaft, or tunnel. if the storage tank is situated upon or above the surface of the floor.

The term underground storage tank or UST does not include any pipes connected to any tank which is described in subdivision 1 through 9 of this definition.

Unit Price means a cost expressed on a per item (unit) basis. Example: ½” inside diameter, PVC pipe of a costs \$.97 per foot.

UST System means an underground storage tank, connected underground piping, underground ancillary equipment, and containment system if any.

Usual and Customary Rate Schedule or UCR Schedule refers to the list of commonly used tasks and materials for which DEQ has established Usual and Customary Rates. Three separate UCR Schedules, which have been established for three different time periods. Each UCR Schedule has its own specific costs for Task and Material items.

October 1, 2005

APPENDIX 2

Application Forms and Checklist

APPLICATION CHECKLIST

Please take a moment to complete the checklist and ensure that all of the necessary components are included in the application package. For a detailed explanation of all the forms used in a reimbursement application, see Section 3.0.

In every application, submit:

- ☐ Form 1 - Reimbursement Application; and
- ☐ AAF Cost Worksheet[s]; and/or Bid Cost Worksheet; and
- ☐ Legible copies of all receipts for purchases and invoices from contractors and subcontractors.

In the first application for a site also submit a:

- ☐ Substitute IRS Form W-9: Request for Taxpayer Identification Number and Certification (or Form 2, if applicable see below).
- ☐ Copy of Financial Responsibility Demonstration documentation, if applicable;
- ☐ Copy of insurance policies with the declaration page and all endorsements that provide coverage for a petroleum storage tank release, if applicable; and
- ☐ Form 3 - Multiple Owners Payment Assignment Form, if applicable.

In each application with an assignee submit a:

- ☐ Form 2 - Payment Assignment Form and Substitute IRS Form W-9.

For the phases and/or reimbursement periods being claimed in this application, **submit to the DEQ regional office:**

- ☐ AAFs with the Work Performed Column completed; (the AAF[s] should not be bound in the report); and/or
- ☐ Completed Bid Work Progress and Verification Forms; (the Bid Work Progress and Verification Forms should not be bound in the report).

Submit the original completed reimbursement application including the application Worksheets and the appropriate supplementary documentation to:

Department of Environmental Quality
P.O. Box 10009
Richmond, VA 23240-0009

ATTN: Office of Spill Response and Remediation
Claim Processing Section

FORM 1**VIRGINIA PETROLEUM STORAGE TANK FUND****REIMBURSEMENT APPLICATION**

Page 1 of 2

DEQ USE ONLY

Claim No:

☐

Closed:

☐

Open:

☐

Reopen:

☐

Complete and submit with all required supporting documentation to Department of Environmental Quality (DEQ), Office of Spill Response and Remediation, P.O. Box 10009, Richmond, VA 23240-0009. Type or print legibly the required information in the applicable sections below. Refer to the reverse side for instructions on how to complete the form. The application will NOT be accepted unless the Certification in Section VII has been signed by the claimant.

I. Claimant Information			
A. Claimant Name:		B. Pollution Complaint Number:	
C. Claimant Mailing Address:		D. City, State	E. Zip Code
F. Claimant Telephone No. ()	G. Claimant Fax No. ()		H. Claimant E-mail Address
I. Contact Person for Reimbursement		J. Contact Person Telephone No. ()	K. Contact Person Fax No. ()
L. Contact Person for Reimbursement E-mail		M. Contact Person Cell No. ()	N. Regional Office Handling Case

II. Site Information	
A. Site Name	B. Site Location
C. City, State	D. Zip Code

III. Insurance Information
A. Do you have insurance that would cover a petroleum storage tank release? <input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered "Yes" to the above question, you are required to submit a complete copy of the text, endorsements, and declarations page of the above referenced insurance policy (ies). DEQ will NOT review your claim until you submit a complete copy of the policy(ies).

IV. UST Annual Gallonage - DO NOT COMPLETE FOR HOME HEATING OIL OR FARM TANKS	
The total number of gallons pumped, during the year prior to the release ⁽¹⁾ , through all regulated underground storage tanks the claimant owns or operates in the Commonwealth of Virginia. Check only one box.	
<input type="checkbox"/> Less than 600,000 gallons	<input type="checkbox"/> Between 1,800,001 and 2,400,000 gallons
<input type="checkbox"/> Between 600,000 and 1,200,000 gallons	<input type="checkbox"/> More than 2,400,000 gallons
<input type="checkbox"/> Between 1,200,001 and 1,800,000 gallons	
⁽¹⁾ The year prior to the release can be any consecutive 12-month period, which starts no more than 24 months prior to the release report date, and ends no later than the release report date.	

V. AST Storage Capacity - DO NOT COMPLETE FOR HOME HEATING OIL TANKS OR FARM TANKS
A. Are the net annual profits for this operation less than or equal to \$10 million? (Check One) <input type="checkbox"/> Yes <input type="checkbox"/> No
1. If you indicated "Yes" to Question A above, please complete the following: The number of gallons of storage capacity for all ASTs at THIS facility at the time the discharge was reported to the Department of Environmental Quality was _____
2. If you indicated "No" to Question A above, please complete the following: The number of gallons of storage capacity for this operator's ASTs at ALL Virginia facilities at the time the discharge was reported to the Department of Environmental Quality was _____
B. This facility is in compliance with all applicable statutes or regulations governing reporting, prevention, and containment and cleanup of a discharge of oil.
C. This release was from an AST containing a product (including gasoline, diesel fuel, and heating oil) subject to the fee charged by the Commonwealth of Virginia under Statute 62.1-44:34.13 of State Water Control Law.

FORM 1

VIRGINIA PETROLEUM STORAGE TANK FUND

REIMBURSEMENT APPLICATION

Page 2 of 2

VI. Claimant Certification

I hereby certify that:

1. This is the one and only reimbursement application that will be submitted for the completed corrective action phase[s] and/or reimbursement periods identified on the worksheets submitted in this application.
2. Under penalty of perjury, all costs claimed in this application were incurred by me to clean up this release, and all data and documentation submitted as part of this application are true and correct.
3. I understand that items inadvertently or otherwise omitted from the application will NOT be accepted by DEQ after the reimbursement decision package has been issued.
4. I understand that I am required by law to pay a financial responsibility requirement before I am eligible for reimbursement, and I agree to pay DEQ on demand, any remaining financial responsibility requirements.
5. I agree to grant DEQ and its contractor[s] reasonable access to the contaminated site.
6. I am responsible for immediately notifying DEQ in writing should any information change on any pending claim.
7. I am the owner/operator whom DEQ has designated as the responsible person for the cleanup of this site.
8. I authorize my consultant to provide all data and documentation associated with the costs incurred for this site.

Print Claimant's Name

/s/

Claimant's Signature

Date

VII. Consultant Certification – To be completed by the primary consultant

I hereby certify that:

1. That all data and documentation submitted in this application is true and correct.
2. That the work claimed as performed and invoiced in this claim was performed for this release.
3. I authorize DEQ to examine and audit all records and supporting documents related to this claim and, if applicable, the reconsideration of this claim.

Print Consultant's Name

Company Name

/s/

Consultant's Signature

Date

INSTRUCTIONS FOR COMPLETING THE REIMBURSEMENT APPLICATION – Page 1

Fill in the following information

Block I. Claimant Identification

- A. Claimant's name: The petroleum storage tank owner/operator whom DEQ has designated the responsible person for the cleanup is the claimant¹. This person may be an individual, a business entity (e.g. partnership or corporation) or a government agency. Only one claimant may submit and only one application may be submitted, for costs incurred for any completed corrective action phase or reimbursement period. The claimant named in this section will be considered the person or entity that will receive all original correspondence and will be named as the payee on the reimbursement checks unless a Payment Assignment Form has been completed.

Where there are multiple responsible persons (owners/operators), only one responsible person may claim the costs submitted for the cleanup (for example a husband and wife). The remaining owners/operators must assign the right to reimbursement to this single claimant by using the Multiple Owners Payment Assignment Form.

- B. Provide the Pollution Complaint Number (PC#) assigned by the DEQ for this site for which costs are being claimed.
- C. D. E. Provide the claimant's current mailing address; including the city, state, and zip code.
- F. List the telephone number, including area code, for the claimant.
- G. Provide the fax number, including area code, for the claimant.
- H. Provide an e-mail address for the claimant
- I. Provide the name of a person who can answer questions about the application.
- J. List the telephone number, including area code, where the person listed in Block I can be reached.
- K. Provide the fax number, including area code, for the Contact Person listed in Block I.
- L. Provide an e-mail address for the Contact Person listed in Block I.
- M. Provide a cell phone number, including area code, for the Contact Person listed in Block I.
- N. Provide the name of the DEQ regional office handling case. See Appendix 8 of the Reimbursement Guidance Manual for a map of DEQ regional office boundaries.

Block II. Site Identification

- A. Provide the site name where the release occurred. The site name can be any name by which the release location is generally known.
- B. C. D. List the site's location (street name), including the city, state, and zip code.

Block III. Insurance Information

Check the box indicating whether or not you have an insurance policy that will fully or partially pay for cleanup of the site. If "Yes" is checked, submit a complete copy of the insurance policy (ies), with the declarations page and all endorsements.

Block IV. UST Annual Gallonage

Complete this section for releases from the following types of USTs:

Regulated,

Excluded,

Deferred,

Partially Deferred,

Heating Oil USTs with a storage capacity greater than 5,000 gallons if the release occurred prior to July 1, 1996.

Do not complete this section for releases from the following types of USTs:

Heating Oil USTs with a storage capacity of less than 5,000 gallons where the release occurred prior to July 1, 1996 (this includes home heating oil tanks).

Heating Oil USTs of any size where the release occurred after July 1, 1996.

Residential or farm use motor fuel tanks with a capacity of 1,100 gallons or less.

Block VII. AST Storage Capacity

Complete this section for releases from the following types of ASTs:

Regulated ASTs,

Unregulated ASTs, and

Small Heating Oil ASTs with a capacity greater than 5,000 gallons.

Do not complete this section for releases from the following types of ASTs:

Small Heating Oil ASTs with a capacity of less than 5,000 gallons (this includes home heating oil tanks).

¹ Unless DEQ has approved an assumption of liability for the clean-up

INSTRUCTIONS FOR COMPLETING THE REIMBURSEMENT APPLICATION – Page 2

Fill in the following information.

Block VI. Claimant Certification

This a legal document. Read the certification carefully before signing. You may not cross out or change the wording of the certification.

The claimant must sign this form or the application WILL NOT be accepted.

Block VII. Consultant Certification

This a legal document. Read the certification carefully before signing. You may not cross out or change the wording of the certification.

The consultant must sign this form or the application WILL NOT be accepted.

FORM 2

Virginia Petroleum Storage Tank Fund (VPSTF)

PAYMENT ASSIGNMENT FORM and**SUBSTITUTE IRS FORM W-9****Request for Taxpayer Identification Number and Certification**

This form is for use by claimants who wish to assign their reimbursement payment to another party. A notarized original of this form must be submitted with each reimbursement application for which the claimant wishes to assign the payment to another party. All assignments are subject to the approval of DEQ.

Pollution Complaint No: _____

Part I: Claim Assignment (must be completed by Claimant)

Claimant Name: _____ Party to Receive Payment: _____
 Name: _____
 Total Costs Claimed in this Application: \$ _____ Address _____
 Contact Name/Telephone of Assignee: _____ City: _____ State _____ Zip _____

By signing below, I:

1. Assign the Virginia Petroleum Storage Tank Fund payment for the above-referenced claim and any reconsideration of that claim to the Assignee designated above.
2. Warrant and represent that I am the claimant, or in claims in which the claimant is not an individual, that I have the authority to assign this payment on behalf of the claimant.
3. Agree that the assignment by this form applies only to the reimbursement claim with which it is submitted and any reconsideration of that claim.
4. Agree that use of this form does not transfer my liability for corrective action and/or third party claims.
5. Agree that any check issued as a result of this reimbursement claim will be issued only to the name of the party designated as the assignee on this form.
6. Agree that if the check is issued to the claimant rather than the party designated as assignee on this Assignment Request Form, I bear the responsibility for transferring the payment to the assignee.

Claimant Signature _____

Date _____

THIS STATEMENT MUST BE NOTARIZED

State of _____ }
 _____ } ss:
 City/County of _____ }

Subscribed and sworn to before me by _____ on this _____ day of _____,

/s/ _____ My commission expires _____

Part II IRS Information (must be completed by Assignee)

Please provide the Federal ID number of the Assignee named above and sign the certification below:

Check Only One	Social Security Number	Employer Identification Number
<input type="checkbox"/> Corporation	Not Applicable	_____
<input type="checkbox"/> Partnership	Not Applicable	_____
<input type="checkbox"/> Trust or Estate	Not Applicable	_____
<input type="checkbox"/> Limited Partnership	Not Applicable	_____
<input type="checkbox"/> Limited Liability CO	Not Applicable	_____
<input type="checkbox"/> Sole Proprietor	_____	_____
<input type="checkbox"/> *Individual	_____	Not Applicable
<input type="checkbox"/> Other (specify): _____	_____	_____

If ***Individual** is checked and you are engaged in a trade or business, you are certifying that expenses associated with site remediation being claimed for reimbursement are in no way related to your business.

CERTIFICATION:**Under penalties of perjury, I certify that:**

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding or (b) I have not been notified by the Internal Revenue Service that I am subject to backup withholding as a result of failure to report all interest or dividends or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am responsible for updating/revising the above information should any information change on any pending claim.
4. I authorize the DEQ to examine and audit all records and supporting documents related to this claim and, if applicable, the reconsideration of this claim.

Claim Assignee Signature _____

Date _____

Revised: 10/01/05

FORM 3

Virginia Petroleum Storage Tank Fund

MULTIPLE OWNERS PAYMENT ASSIGNMENT FORM

An application may not be submitted to the Virginia Petroleum Storage Tank Fund by an individual or entity who does not have sole (100%) ownership of the releasing tank unless this form is included as part of the application. For a multiple owner tank, each owner who is not the claimant must complete, sign, and notarize a separate Multiple Owners Payment Assignment Form.

Owner Name: _____ Pollution Complaint Number (PC #): _____

Release Site Name: _____

Release Site Address: _____

City: _____ State: _____ Zip: _____

Assignee's Name (Agent for the Owner) _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

ASSIGNMENT CERTIFICATION

Being duly sworn, I _____, certify that I am an owner of the petroleum tank located at the above named site.

I assign to _____, all rights, title, and interest which I may receive for reimbursement for reasonable and necessary costs incurred to clean up a release from a petroleum storage tank from the Virginia Petroleum Storage Tank Fund under § 62.1-44.34:11 of the Code of Virginia and § 21 of 9 VAC 25-590-10, et seq.

I agree that this assignment for reimbursement or justification of costs does not constitute an assignment of liability for a petroleum release at the below referenced site under federal, state, or local laws.

Owner Signature

Date

THIS STATEMENT MUST BE NOTARIZED

State of _____ }

} ss:

City/County of _____ }

Subscribed and sworn to before me by _____ on this _____ day of _____, _____

/s/ _____ My commission expires _____

SUBSTITUTE IRS FORM W-9

Request for Taxpayer Identification Number and Certification

Each person or organization receiving reimbursement from the VPSTF must provide the following information. Check will be made payable to the responsible person listed below unless claim payment has been assigned (see box below).

Pollution Complaint No: _____

DEQ Use Only: Task/Phase _____ / _____

Name of Responsible Person _____

(Must be the name associated with the SSN or EIN you are providing below.)

Mailing Address _____

Contact Name/Telephone _____ / _____

Check Only One

- ☐ Corporation
- ☐ Partnership
- ☐ Trust or Estate
- ☐ Limited Partnership
- ☐ Limited Liability CO
- ☐ Sole Proprietor
- ☐ *Individual.....
- ☐ Other (specify): _____

Social Security Number

Not Applicable

Not Applicable

Not Applicable

Not Applicable

Not Applicable

Employer Identification Number

or

Not Applicable

or

*If ***Individual** is checked and you are engaged in a trade or business, you are certifying that expenses associated with site remediation being claimed for reimbursement are in no way related to your business. (Consult a tax professional if you need assistance in making this determination.)*

CERTIFICATION:

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding or (b) I have not been notified by the Internal Revenue Service that I am subject to backup withholding as a result of failure to report all interest or dividends or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am responsible for updating/revising the above information should any information change on any pending claim.

Claimant Signature

Date

APPENDIX 3

Application Worksheets

AAF COST WORKSHEET

PC#: _____

Type or print legibly all required information in the sections below. Use this Worksheet to claim costs for Tasks and Materials listed on an Activity Authorization Form (AAF). AAF costs for each corrective action phase or reimbursement period must be listed on separate cost worksheets. List claimed costs by Task or Material Code. Refer to the reverse side of this sheet for instructions on how to complete this form.

All costs on this worksheet are for the following Corrective Action phase (Check only one):

- | | | |
|---|---|--|
| <input type="checkbox"/> Release Investigation | <input type="checkbox"/> Phase II Initial Abatement | <input type="checkbox"/> Post SCR Monitoring Reimbursement Period: from _____ to _____ |
| <input type="checkbox"/> Initial Abatement | <input type="checkbox"/> Corrective Action Plan Development | |
| <input type="checkbox"/> Site Characterization | <input type="checkbox"/> Corrective Action Plan Addendum | <input type="checkbox"/> CAP Implementation Reimbursement Period: from _____ to _____ |
| <input type="checkbox"/> Site Characterization Addendum | <input type="checkbox"/> Site Closure | |

[illegible]

(Page _____ of _____)

Effective Date: 01/01/98

TOTALS

(Total for this Page)	
-----------------------	--

Grand Total Claimed for this Phase:

Instructions for Completing the AAF Cost Worksheet

If you are claiming the costs for a Task:

Task Code:	In this column, enter the code that corresponds to the Task from the Task UCR Schedule. Refer to the UCR Schedule to obtain the appropriate code. This code must correspond to a code on the AAF with the Work Performed column completed.
Number of Units:	In this Column, enter the total number of units being claimed for the Task in this phase or reimbursement period.
Unit Type:	In this column, enter the unit for the Task e.g., hour, ton, sq. ft. Refer to the Unit description in the UCR Schedule for the correct units.
Description of Tasks Performed:	In this column, enter a description of the Task being claimed. Use the heading found in bold letters on the Task Description list in the UCR Schedule.
Contractor Name:	In this column, enter the contractor's name that appears on the invoice for the costs being claimed.
Invoice Number:	In this column, enter the invoice number for the costs being claimed.
Invoice Date:	In this column, enter the date from the invoice for the costs being claimed.
Cost Invoiced:	In this column, enter the total costs from the invoice that are being claimed as all or part of the Task.

If you are claiming the costs for a Material:

Material Code:	In this column, enter the code that corresponds to the Material from the UCR Schedule. Refer to the UCR Schedule to obtain the appropriate code. This code must correspond to a code on the AAF with the Work Performed column completed. Material Items that do not have a Material UCR code must be assigned a three-digit code beginning with "X". For each site, "X" codes must be unique, begin with X001, and be sequential. For example, X001, X002, X003,....
Number of Units:	In this Column, enter the total number of units being claimed for the Activity in this phase or reimbursement period.
Unit Type:	In this column, enter the unit for the Material e.g., hour, ton, sq. ft. Refer to the UCR Rate Schedule for the correct units.
Description of Tasks Performed:	In this column, enter a description of the activity being claimed. Use the same description of the activity that the regional office used on the AAF. All Materials used for an activity should have the same description.
Contractor Name:	In this column, enter the contractor's name that appears on the invoice for the costs being claimed.
Invoice Number:	In this column, enter the invoice number for the costs being claimed.
Invoice Date:	In this column, enter the date from the invoice for the costs being claimed.
Cost Invoiced:	In this column, enter the actual invoiced amount for the Item being claimed

BID COST WORKSHEET

PC#: _____

Type or print legibly all required information in the sections below. Use this Worksheet to claim costs for bid costs listed on the Bid Work Progress and Verification Form. Bid costs for each corrective action phase or reimbursement period must be listed on separate Bid Cost Worksheets. List claimed costs by Scope of Work Number. Refer to the reverse side of this sheet for instructions on how to complete this form.

All costs on this worksheet are for the following Corrective Action phase (Check only one):

- | | | |
|---|---|--|
| <input type="checkbox"/> Release Investigation | <input type="checkbox"/> Phase II Initial Abatement | <input type="checkbox"/> Post SCR Monitoring Reimbursement Period: from _____ to _____ |
| <input type="checkbox"/> Initial Abatement | <input type="checkbox"/> Corrective Action Plan Development | |
| <input type="checkbox"/> Site Characterization | <input type="checkbox"/> Corrective Action Plan Addendum | <input type="checkbox"/> CAP Implementation Reimbursement Period: from _____ to _____ |
| <input type="checkbox"/> Site Characterization Addendum | <input type="checkbox"/> Site Closure | |

Scope of Work Number	Scope of Work	Primary Consultant Invoice Number	Subcontractor Invoice Number	Primary Consultant Invoice Date	Amount Claimed For Work Performed

Instructions for Completing the Bid Cost Worksheet

Background

Submit this worksheet to the DEQ Reimbursement Central Office as part of the reimbursement claim. This worksheet is necessary to process all bid costs claimed during the reimbursement period or phase.

Note: This form is only for work that was bid. The AAF Cost Worksheet must be used for all work for which bids were not received.

Instructions

Reimbursement Period from ____ to ____: The period of time extending from the earliest dated invoice to the latest dated invoice submitted with the application.

Scope of Work Number: In this column, list the number for the scope of work. **This scope of work number must match the scope of work number listed on the Bid Summary Form.**

Scope of Work: In this column, provide a summary of the scope of work for each bid. This may include personnel time, equipment, and materials.

Primary Consultant Invoice Number: List the number from the primary consultant's invoice for the scope of work.

Subcontractor Invoice Number: List the number from the subcontractor's invoice for the scope of work.

Primary Consultant Invoice Date: Enter the date from the primary consultant's invoice for the costs being claimed.

Amount Claimed for Work Performed: Enter the costs incurred for each scope of work during this reimbursement period or phase, including primary consultant markup.

Attachments Required:

Both primary consultant and subcontractor invoices must be submitted to support costs claimed for work performed.

APPENDIX 4
Personnel Descriptions

Professional Personnel Task Descriptions

The table below is a listing of the professional classifications and their associated tasks and is used to evaluate costs claimed for reimbursement from the Fund. In order to evaluate professional charges, the tasks, which were performed by the claimed personnel, will be used to determine the appropriate professional classification and the rate at which the personnel will be reimbursed. The "Typical qualifications" listed under the personnel title are to be used for informational purposes only and will not be used as a basis for determining the rate for reimbursement. It is recognized that there may be circumstances, which require personnel of a higher classification to perform tasks of a lower level professional. In these cases, justification may be required prior to approval; particularly where over-qualified staff is consistently used to perform lower level professional tasks.

Professional Classification	Tasks and Responsibilities
<p>Principal (Principal Engineer/Geologist)</p> <p>Typical qualifications: advanced degree and/or related professional registration with at least 15 years of applicable experience.</p>	<p>Plans and directs all aspects of an organization's policies, objectives, and initiatives. Acts as administrative and/or professional head of company with authority and responsibility to negotiate and sign contracts, conceive and execute plans and direct professional staff. Normally has a financial interest in the company as partial owner, investor, or stockholder responsible for the short and long-term profitability and growth of the company. May charge a limited (less than 5%) number of hours to a project or program. May serve as technical expert or coordinator of large or technically challenging projects and provide final review of project documents, which legally bind the company. Relies on extensive experience and judgment to plan and accomplish goals. Leads and directs the work of others. A wide degree of creativity and latitude is expected.. The principal should rarely bill field time at the principal's regular hourly rate.</p> <ul style="list-style-type: none"> » Negotiate, review, execute contracts » Directs all aspects of company » Oversee large and complex projects » Limited review of technical reports and new technologies
<p>Senior Level Professional</p> <p>Typical qualifications: advanced degree and/or applicable professional registration (geology or engineering) with 8-10 years of experience.</p>	<p>Duties typically include developing strategies, contract meetings with clients, and developing contract cost estimates. Responsible for final review/approval of designs, reports, plans and specifications before submittal to client or regulatory agency. Has experience in technical and/or managerial roles and has substantial expertise in remediation of complex or large sites. Performs limited fieldwork, but is involved in the technical aspects of design and final reporting. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May supervise or direct the work of lower level professional staff. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.</p> <ul style="list-style-type: none"> » Oversee large and complex projects » Prepare proposals » Final approval of technical reports and remedial action plans » Data review and analysis

Professional Classification	Tasks and Responsibilities
<p>Project Manager</p> <p>Typical qualifications: BA/BS degree in engineering, geology, or other related science and at least 8 years of applicable experience, and necessary health and safety training.</p>	<p>Has responsibility for managing entire remediation projects, estimating costs within the project and controlling project budgets. Identifies and develops approaches for site remediation. Serves as on-sight technical expert. Analyzes and interprets data, supervises field tests, and may prepare limited or technical sections of reports. Supervises the work of lower level professional and technical staff. Field hours are normally limited to periodic site visits. Responsible for organizing highly complex activities for the development, implementation, and maintenance of projects. Reports to top management.</p> <ul style="list-style-type: none"> » Project management » Report review » Report preparation » Develop and oversee project budget » Data review and analysis » Field work planning » Work plan preparation » On-site direction, coordination, and management » Coordinate with agency, client, and subcontractors » Equipment specification review, selection, and design » Periodic site inspection » Acquire site access » Hydrogeologic and contaminate modeling
<p>Mid-Level Professional</p> <p>Typical qualifications: mid-level position; BA/BS degree in engineering, geology, or other related science and 2-5 years of applicable experience, and necessary health and safety training.</p>	<p>Implements field work, gathers technical and hydrogeologic information. Prepares cost estimates for project sub-tasks, workplans, and reports (IA, SCR, CAP, etc.). Provides on-site technical support. Typically works under supervision when performing complex analyses and tasks related to remediation system design. May supervise lower level professionals and technical personnel during drilling or site remediation activities (over-excavation, tank removal, etc.). Substantial number of hours are typically for field work.</p> <ul style="list-style-type: none"> » Report preparation » Field work preparation and planning » Monitoring activities » Remediation system installation » Site reconnaissance and mapping » Supervise UST removal, soil removal and other on-site remediation activities » Waste characterization » Acquire site access » Assist in modeling and data analysis
<p>Junior Level Professional</p> <p>Typical qualifications: entry level professional position; BA/BS degree in engineering, geology, or other related science and 0-2 years of applicable experience, and necessary health and safety training.</p>	<p>Works under appropriate supervision when performing all but routine field tasks related to the project. Performs monitoring well installation and sampling. Writes field notes, aids in geological mapping, and basic geological analysis. Writes reports only under supervision/review. Performs limited data review and analysis. May supervise lower level technical personnel. Substantial number of hours are typically for field work.</p> <ul style="list-style-type: none"> » Field work preparation » Limited data review and analysis » Remediation system installation » Oversee soil boring and monitoring well installation » Perform infield sampling and documentation » Monitoring activities » Site reconnaissance/mapping » Acquire site access » Waste characterization » Supervise site assessment activities

Professional Classification	Tasks and Responsibilities
<p>Technician III</p> <p>Typical qualifications: high school diploma or Associate degree, or certified or licensed tradesman typically required; 5 years of related experience, necessary health and safety training.</p>	<p>Familiar with a variety of the field's concepts, practices, and procedures. Responsible for on-site supervision of installation, maintenance, and repair of machinery and equipment and routine sampling activities. Maintains field logs and documentation of monitoring and maintenance of machinery and equipment. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a supervisor or manager. A wide degree of creativity and latitude is expected. Typically, a substantial number of hours billed are for fieldwork.</p> <ul style="list-style-type: none"> » Field work preparation » Supervises field activities » Operation and maintenance of equipment » Well development » Remediation system installation » Waste handling » Sampling and monitoring » Decontamination » Maintains field/sampling logs » Maintains equipment maintenance records
<p>Technician II</p> <p>Typical qualifications: high school diploma or trade school degree typically required; 2-5 years of job related training, and necessary health and safety training.</p>	<p>Familiar with standard concepts, practices, and procedures. Performs routine labor tasks related to on-site installation, maintenance, and repair of machinery and equipment. Performs tasks such as soil and ground water monitoring, well bailing, etc. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required. Typically, a substantial number of hours billed are for fieldwork.</p> <ul style="list-style-type: none"> » Field work preparation » Operation and maintenance of equipment » Well development » Remediation system installation » Waste handling » Sampling and monitoring » Decontamination
<p>Technician I</p> <p>Typical qualifications: high school diploma or trade school degree typically required; 0-3 years of job related experience, and necessary health and safety training</p>	<p>Entry level position, which requires close supervision for all but most routine activities. Has knowledge of commonly used concepts, practices, and procedures. Performs routine labor tasks related to on-site installation, maintenance, and repair of machinery and equipment. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager. Typically, a substantial number of hours billed are for fieldwork.</p> <ul style="list-style-type: none"> » Field work preparation » Operation and maintenance of equipment » Well development » Remediation system installation » Waste handling » Sampling and monitoring » Decontamination

October, 1, 2005

Professional Classification	Tasks and Responsibilities
<p>CAD Operator</p> <p>May require an associate's degree in a related area and 0-2 years of experience in the field or in a related area.</p>	<p>Transforms initial rough product designs using computer aided design (CAD) into working documents. Reviews engineering drawing and designs to ensure adherence to established specifications and standards. Has knowledge of commonly used concepts, practices, and procedures. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.</p> <ul style="list-style-type: none"> » Generate new drawings » CAD work » Cartography » Interpolate ground water contour maps » Advanced drafting » Iso-concentration maps
<p>Draftsperson</p> <p>May require an associate's degree in a related area and 0-2 years of experience in drafting.</p>	<p>Responsible for routine drafting projects, such as the preparation of various drawings of structures and equipment systems derived from layouts and sketches. Follows established technical specifications to prepare drawings and assists in simple design drafting. Has knowledge of commonly used concepts, practices, and procedures. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.</p> <ul style="list-style-type: none"> » Mid level drafting » Reproduce maps » Label designs and drawings » Organize maps and drawings » Draft boring logs » Draft iso-concentration maps
<p>Clerical</p> <p>May require an associate's degree or its equivalent.</p>	<p>Oversees and/or performs numerous office functions, including but not limited to clerical work, word processing, data maintenance, report filing, telecommunications response, document reproduction, filing, labeling, spreadsheets, mailing and drafting transmittal correspondence. Establishes work procedures and standards to improve efficiency and effectiveness of assigned operations. Responsible for ensuring compliance with established corporate standards and reviewing and evaluating the work and performance of subordinates. Familiar with a variety of the field's concepts, practices, and procedures. Typically reports to a manager.</p> <ul style="list-style-type: none"> » Typing » Document reproduction » Report generation » Filing » Word processing » Mailing » Spreadsheets » General clerical duties

October, 1, 2005

APPENDIX 5
Contaminated Soil Amounts for UST Removal

Contaminated Soil Amounts for UST Removal

UST Capacity	UST Dimensions	UST Displacement	UST Excavation	Maximum Soils Excavation
gallons	feet	cubic yards	feet, W x L x H	cubic yards / tons
Up to 550	4 x 6	2.7	7 x 12 x 7	19 / 28.5
1000	4 x 11	5	7 x 17 x 7	26 / 39
2000	5.5 x 12	9.9	8.5 x 18 x 8.5	38 / 57
3000	5.5 x 18	14.8	8.5 x 24 x 8.5	49 / 73.5
4000	5.5 x 24	19.9	8.5 x 30 x 8.5	60 / 90
5000	8 x 13	24.7	11 x 19 x 11	60 / 90
6000	8 x 16	29.6	11 x 22 x 11	69 / 103.5
8000	8 x 21	39.5	11 x 27 x 11	82 / 123
10000	8 x 27	49.4	11 x 33 x 11	99 / 148.5
12000	8 x 32	59.3	11 x 38 x 11	111 / 166.5
15000	10.5 x 24	74	13.5 x 30 x 13.5	129 / 193.5
20000	10.5 x 31	98.8	13.5 x 37 x 13.5	151 / 226.5
25000	10.5 x 38.75	124.2	13.5 x 45 x 13.5	180 / 269
30000	11.5 x 40	153.8	14.5 x 46 x 14.5	204 / 306

Note: Contaminated soil loading, hauling, treatment, disposal, and backfilling the excavation are eligible for reimbursement at confirmed releases discovered during UST closure. The amount approved by the regional office cannot exceed the quantities listed above unless the regional office believes additional quantities are necessary to mitigate hazards at the site.

Assumptions:

1. Dimensions are for standard sti-P3 single-walled UST.
2. Displacement = capacity x 1 cubic foot (7.5 gallons) x 1 cubic yard (27 cubic feet).
3. Excavation dimensions assume top of UST is three feet below grade. Three feet of clearance is allowed for on both ends and one side. The excavation depth is equal to the bottom of the UST.
4. Maximum soils excavated = excavation - displacement of the tank.
5. Maximum soils excavated are for a single UST only. It is expected, in excavations containing more than one UST, that removal will proceed toward the void created by the previous UST and that less material will be generated per UST.
6. A multiplication factor of 1.5 was used to convert cubic yards to tons.

October, 1, 2005

APPENDIX 6
Activity Authorization Forms

Virginia Department of Environmental Quality
Petroleum Cleanup



Activity Authorization Form for 1005 UCRs

PC #: _____ Site Name: _____ Consultant: _____

Regional Office: _____ RP/Consultant's Phone No.: (_____) _____ Fax No.: (_____) _____

Check only one phase below:

- | | | |
|---|--|---|
| <input type="checkbox"/> Release Investigation | Date - From: _____ to _____ | |
| <input type="checkbox"/> Initial Abatement | <input type="checkbox"/> Phase II Initial Abatement | <input type="checkbox"/> CAP Addendum |
| <input type="checkbox"/> Site Characterization | <input type="checkbox"/> Post Site Characterization Monitoring | <input type="checkbox"/> CAP Implementation |
| <input type="checkbox"/> Site Characterization Addendum | <input type="checkbox"/> CAP Development | <input type="checkbox"/> Site Closure |

To use this form, the phase or reimbursement period must have started on or after October 1, 2005.

Costs for Work Performed units on this AAF, which started before October 1, 2005, will be denied.

Note: Approval of work is not DEQ approval of reimbursable costs.

Proposed Units	Contingent Units	Work Performed	DEQ Verified Units	Unit Type	Code	Task	Comments
				Hour	T002	Monitor for Vapor Hazards	
				Day per Blower	T004	Emergency Mitigation of Vapor Hazards-Operation and Maintenance	
				Hour	T006	Free Product (Liquid Phase) Recovery from a Monitoring Well - Manual	
				Foot of Boom	T007	Install Boom in Surface Waters	
				Week	T008	Bottled Water with Bottled Water Dispenser	
				Ton	T013	Petroleum Contaminated Soil Disposal at a Landfill	
				Site	T014	Site Reconnaissance/Initial Site Map	
				Tank System	T015	Underground Storage Tank (UST) System Tightness Testing for Leak Confirmation	
				Hour	T018	Boom Inspection	
				Foot of New Boom	T019	Boom Replacement	
				Mob / Demob	T023	Drill Rig Mob/Demob	

RP Signature: _____

Date: _____

Page _____ of _____

Consultant: _____

Date: _____

10/1/05

Proposed Units	Contingent Units	Work Performed	DEQ Verified Units	Unit Type	Code	Task	Comments
				Linear Foot	T024	Soil Boring with Drill Rig - 5 foot Sampling Interval	
				Linear Foot	T025	Monitoring Well Installation - Two-Inch Diameter	
				Linear Foot	T026	Monitoring Well Installation - Four-Inch Diameter	
				Linear Foot	T027	Recovery Well Installation - Six-Inch Diameter	
				Hour	T028	Logging Soil Borings	
				Sample	T030	Soil Sampling	
				Hour	T033	Survey - Monitoring Wells/Recovery Wells	
				Hour	T034	Survey - Property	
				Round Trip per Piece of Equipment	T036	Heavy Equipment Mob/Demob	
				5% of Approved Costs	T040	General Site Management	
				Hour	T041	Well Rehabilitation	
				Cubic Yard	T042	Backfilling	
				Square Foot	T047	Reseeding < 1 Acre	
				Square Foot	T048	Reseeding > or = 1 Acre	
				Survey	T049	Receptor Survey	
				Sample Point	T050	Soil Gas Survey	
				Day	T051	Direct Push Technology (DPT) - Ground Water/Soil Survey	
				Hour	T052	Ground Penetrating Radar (GPR)	
				Hour	T053	Slug Test	

RP Signature: _____

Date: _____

Page _____ of _____

Consultant: _____

Date: _____

10/1/05

Proposed Units	Contingent Units	Work Performed	DEQ Verified Units	Unit Type	Code	Task	Comments
				Hour	T058	Terrain Conductivity	
				Phase or Reimbursement Period	T064	Reimbursement Claim Preparation	s
				Mob / Demob	T069	Dual Phase Extraction System Mob/Demob	
				Ton	T070	Soil Loading - Up to 2,200 Tons	
				Ton	T071	Soil Loading - More than 2,200 Tons	
				Cubic Yard	T072	Excavating/Trenching	
				Cubic Yard	T073	Bulk Excavating	
TN: MI:-----	TN: MI:-----	TN: MI:-----	TN: MI:-----	Ton/Mile	T075	Soil Hauling < 75 Tons the First 100 Miles (use T076 for additional miles > first 100)	
TN: MI:-----	TN: MI:-----	TN: MI:-----	TN: MI:-----	Ton/Mile	T076	Soil Hauling < 75 Tons Over 100 (use only when miles > 100 in T075)	
TN: MI:-----	TN: MI:-----	TN: MI:-----	TN: MI:-----	Ton/Mile	T077	Soil Hauling > 75 Tons the First 100 Miles (use T078 for additional miles > first 100)	
TN: MI:-----	TN: MI:-----	TN: MI:-----	TN: MI:-----	Ton/Mile	T078	Soil Hauling > 75 Tons Over 100 Miles (use only when miles >100 in T077)	
				Linear Foot	T079	Well Installation Using Air Rotary - Two Inch Well	
				Linear Foot	T080	Well Installation Using Air Rotary - Four Inch Well	
				Linear Foot	T081	Well Installation Using Air Rotary - Six Inch Well	
				Linear Foot	T082	Well Abandonment - Two Inch Well	
				Linear Foot	T083	Well Abandonment - Four Inch Well	
				Linear Foot	T084	Well Abandonment - Six Inch Well	
				Hour	T085	Pump Test	

RP Signature: _____

Date: _____

Page _____ of _____

Consultant: _____

Date: _____

10/1/05

Proposed Units	Contingent Units	Work Performed	DEQ Verified Units	Unit Type	Code	Task	Comments
				Sample	T086	Domestic Well Sampling	
				Sample	T087	Surface Water Sampling	
				Linear Foot	T088	Direct Push Technology (DPT) Permanent Well Installation	
				Square Foot	T097	Replacement of Patio/Walkway Pavements	
				Linear Foot	T098	Silt Fencing Installation	
				Cubic Yard	T099	Landfilling Less Than 20 Cubic Yards of Petroleum Contaminated Soil	
				Hour of Report Preparation	T100	Report Preparation	
				Drum	T113	Disposal of Drummed Petroleum Contaminated Soils	
				Hour	T115	Small UST Pump-Out	
				Hour	T116	Site History Research	
				Well	T117	Monitoring Well Sampling - One Inch Diameter	
				Well	T118	Monitoring Well Sampling - Two Inch Diameter	
				Well	T119	Monitoring Well Sampling - Four Inch Diameter	
				Hour	T120	Site Access Agreement	
				Hour	T121	Vacuum Excavation of Test Holes	
				Ton	T122	Soil Treatment/Bioremediation	
				Ton	T123	Soil Treatment With <= 18% Moisture At A Thermal Treatment Facility	
				Ton	T124	Soil Treatment With > 18% Moisture At A Thermal Treatment Facility	
				Square Foot	T125	Asphalt Pavement Removal - Up to 6" Thick < 1,000 SF (300 SF minimum)	

RP Signature: _____

Date: _____

Page _____ of _____

Consultant: _____

Date: _____

10/1/05

RP Signature: _____ Date: _____ Page _____ of _____

Consultant: _____ Date: _____ 10/1/_____

[illegible]

10/1/05

[illegible][illegible]

RP Signature:

Name: _____ Signature: _____ Date: _____

DEQ Regional Office Authorization:

Name: _____ Signature: _____ Date: _____

Instructions for Completing the AAF for 1005 UCRs

Use this form for regional office authorization and verification of work performed for phases or Reimbursement periods beginning on or after October 1, 2005.

The regional office will work with the responsible person (RP) to select the activities necessary to abate the release and to characterize the extent of the contamination. The RP/Consultant must fill out the **Activity Authorization Form (AAF)** and submit it to the regional office for authorization of activities prior to the initiation of site work. The RP/Consultant should fill out the information at the top of the sheet including the **PC #**, **Site Name**, the **Phase** under which the work will be performed (see Reimbursement Guidance Manual), the appropriate **regional office**, and the **RP/Consultant phone and fax number**. If this AAF is for Post Site Characterization Monitoring or CAP Implementation, fill in the dates for the reimbursement period of this AAF (for more information on reimbursement periods see Section 2.3.2).

To complete the form, decide which tasks will be necessary to fully address the phase of corrective action. Fill out the **Proposed Units** column with the number of units believed necessary for each proposed task. Also, fill out the **Contingent Units** column to identify additional work above the **Proposed Units**, which may be needed if the **Proposed Units** are found to be inadequate. The **Proposed Units** plus the **Contingent Units** may not be exceeded without regional office approval. The **Comments** and **Notes** sections may be used to add any additional information the RP/Consultant believes necessary to assist the regional office in evaluating the **AAF**. Do not use these sections to request authorization for site activities.

Any necessary **Material Items** should be listed in the **Material Section** of the **AAF**. The **Proposed Units** and **Contingent Units** columns should be filled out as described above. The **Unit Type**, **Code**, and **Activity** columns should be filled out with the appropriate information from the **Material UCR Schedule**. For an item that is not on the list of coded **Material Items**, you must assign an "X" code. In the **Code** column, enter a three-digit code beginning with an "X". For each site, an "X" code must be unique, begin with X001, and must be sequential; for example, X001, X002, X003, etc. Also, fill in an appropriate **Unit Type** and **Activity** for each "X" code.

When requesting pre-approval for an X code, an estimate of the total cost of the item or activity must be submitted to the regional office. The cost information should be clearly noted in the "Comments" field on the AAF. Any increase in the estimated cost of an X coded item should be communicated to the regional office as soon as practical but certainly before the AAF is submitted for verification. Once the work is completed the actual cost of the X coded items or activities must be either noted in the "Comments" section of the AAF submitted for verification or noted on the invoices from the vendor with the cost clearly noted. X coded items submitted to the regional office for post-approval must be accompanied by their actual cost.

The signed and dated **AAF**, an **Initial Site Map**, and a **Topographic Map** should then be mailed or faxed to the appropriate DEQ regional office. Once received and authorized, the regional office will send the **AAF** back to the RP with any necessary changes. Only after the form is received by the RP can the authorized scope of work begin.

Upon completion of a phase or reimbursement period, the **Work Performed** column should be filled in with the actual number of units performed at the site. This is the final AAF[s] for the claimed phase. The regional office will review all AAFs with the work performed and any reports submitted for the claimed phase. The regional office must verify this work performed before a reimbursement application can be processed.

All work for which you seek reimbursement must be listed in the Work Performed column of the AAF[s] submitted for verification. Materials or Tasks omitted from the Work Performed column of the AAF[s] submitted for verification will be ineligible for reimbursement. Task or Material units omitted from the AAF Claim Worksheet are ineligible for reimbursement. Work Performed units on this AAF which started before October 1, 2005 will be denied.

The RP/Consultant must also include a copy of the **AAFs**, with the **Work Performed** column filled in, with the corresponding report for each phase.

Virginia Department of Environmental Quality
Petroleum Cleanup



Activity Authorization Form for 1005 UCRs
Sites With Release Report Dates On or After October 1, 2005

Category 1 - Heating Oil Tank Site

PC #: _____ Site Name: _____ Consultant: _____

Regional Office: _____ RP/Consultant's Phone No.: (_____) _____ Fax No: (_____)

☐ Site Characterization Phase

Note: Approval of work is not DEQ approval of reimbursable costs.

Proposed Units	Contingent Units	Work Performed	DEQ Verified Units	Unit Type	Code	Task	Comments
				Hour	M0004	Mid-Level Professional	
				Mile	M0617	Auto Mileage	
				Each	M1157	Bailer - Disposable Polyethylene	
				Sample	M1366	Method 8015B - modified TPH-DRO in water/wastewater	
				Sample	M1368	Method 8015B - modified TPH-DRO in solid waste/soil	
				Hour	M1482	Mid-Level Professional Travel	
				Hour	M1742	Vacuum Truck	
				Gallon	M1290	Free Product/Contaminated Water Disposal	
				Sample	T030	Soil Sampling	
				Claim	T114	Small Heating Oil Tank Claim Prep	
				Hour	T115	Small UST Pump-Out	

RP Signature:

Name: _____ Signature: _____ Date: _____

DEQ Regional Office Authorization:

Name: _____ Signature: _____ Date: _____

Instructions: Work performed at a Category 1 discharge includes equipment, travel and time to investigate the discharge, hand auger borings, collect soil samples, and conduct a survey of potential receptors of drinking water wells within 500 feet and surface water bodies within 200 feet of the leaking tank. Also included is laboratory GC analysis of samples for DRO/TPH, personnel time to complete the Leaking Heating Oil Tank Characterization Report Form and prepare a reimbursement claim. At Category 1 sites where the DEQ believes the tank continues to discharge oil, site work may include removing and disposing of residual product from a heating oil tank.

The following number of units are typically authorized at Category 1 Sites:

5	Hour	M0004	Mid-Level Professional (field work, recon, general site management, report prep)
△	Mile	M0617	Auto Mileage
△	Each	M1157	Bailer - Disposable Polyethylene
△	Sample	M1366	Method 8015B - modified TPH-DRO in water/wastewater
3	Sample	M1368	Method 8015B - modified TPH-DRO in solid waste/soil
△	Hour	M1482	Mid-Level Professional Travel
△	Hour	M1742	Free Phase Product Removal Using a Vacuum Truck
△	Gallon	M1290	Free Product/Contaminated Water Disposal
3	Sample	T030	Soil Sampling
1	Claim	T114	Small Heating Oil Tank Claim Prep
△	Hour	T115	Small UST Pump-Out

△ = Site Dependant

Travel time is limited to 4 hours each way and a maximum of 200 miles each way. Based on site conditions, the DEQ may authorize additional units to auger additional borings and collect and analyze samples.

When requesting pre-approval for an X code, an estimate of the total cost of the item or activity must be submitted to the regional office. The cost information should be clearly noted in the "Comments" field on the AAF. Any increase in the estimated cost of an X coded item should be communicated to the regional office as soon as practical but certainly before the AAF is submitted for verification. Once the work is completed the actual cost of the X coded items or activities must be either noted in the "Comments" section of the AAF submitted for verification or noted on the invoices from the vendor with the cost clearly noted. X coded items submitted to the regional office for post-approval must be accompanied by their actual cost.

Virginia Department of Environmental Quality
Petroleum Cleanup



Activity Authorization Form for 1005 UCRs
Sites With Release Report Dates On or After October 1, 2005
Category 2 - Heating Oil Tank Site

PC #: _____ Site Name: _____ Consultant: _____

Regional Office: _____ RP/Consultant's Phone No.: (_____) _____ Fax No: (_____) _____

☐ Site Characterization ☐ Site Characterization Report Addendum ☐ Post SCR Monitoring ☐ Closure

Note: Approval of work is not DEQ approval of reimbursable costs.

Proposed Units	Contingent Units	Work Performed	DEQ Verified Units	Unit Type	Code	Task	Comments
				Hour	M0004	Mid-Level Professional	
				Hour	M0018	Laborer	
				Hour	M1670	Equipment Operator	
				Mile	M0617	Auto Mileage	
				Day	M1750	Backhoe Loader - Cat 420 Type	
				Sample	M1366	Method 8015B - modified TPH-DRO in water/wastewater	
				Sample	M1368	Method 8015B - modified TPH-DRO in solid waste/soil	
				Hour	M1482	Mid-Level Professional Travel	
				Hour	M1742	Vacuum Truck	
				Gallon	M1290	Free Product/Contaminated Water Disposal	
				Day	M1753	Mini-excavator ~ 7,700 lb. Operating Weight	
				Ton	T013	Petroleum Contaminated Soil Disposal at a Landfill	
				Round Trip Mob	T023	Drill Rig Mob/Demob	
				Linear Foot	T025	Monitoring Well Installation - 2" Diameter using HSA	

RP Signature:

Name: _____ Signature: _____ Date: _____

DEQ Regional Office Authorization:

Name: _____ Signature: _____ Date: _____

Proposed Units	Contingent Units	Work Performed	DEQ Verified Units	Unit Type	Code	Task	Comments
				Hour	T028	Log Soil Borings	
				Sample	T030	Soil Sampling	
				Round Trip Mob	T036	Heavy Equipment Mob/Demob	
				Cubic Yard	T042	Backfilling	
TN MI	TN MI	TN MI	TN MI	Ton/Mile	T075	Soil Hauling < 75 Tons the First 100 Miles (use T076 for additional miles > first 100)	
TN MI	TN MI	TN MI	TN MI	Ton/Mile	T076	Soil Hauling < 75 Tons Over 100 (use only when miles > 100 in T075)	
				Linear Foot	T079	Well Installation Using Air Rotary - Two Inch Well	
				Hour of Report Prep	T100	Report Preparation	
				Claim	T114	Small Heating Oil Tank Claim Prep	
				Hour	T115	Small UST Pump-Out	
				Well	T118	Monitoring Well Sampling - Two Inch Diameter	
				Ton	T123	Soil Treatment at a Bioremediation Facility	
				Ton	T124	Soil Treatment With <= 18% Moisture At A Thermal Treatment Facility	

RP Signature:

Name: _____ Signature: _____ Date: _____

DEQ Regional Office Authorization:

Name: _____ Signature: _____ Date: _____

Instructions: Normally work performed at a *Category 2* discharge includes equipment, labor, time, and travel necessary to investigate the discharge and remove and dispose of up to 26 cubic yards (approx. 39 tons) of saturated soil. Time is included to conduct a survey of drinking water wells within 500 feet and surface water bodies within 200 feet of the leaking tank, advance borings using a hand auger, collect samples, prepare an adequate narrative report, and prepare a reimbursement claim. When applicable the following documentation should be included in the site report: all boring logs, well construction diagrams, lab analytical reports, hauling and disposal manifests.

The following Materials and Tasks Codes and associated units are typically authorized at Category 2 Sites:

6	Hour	M0004	Mid-Level Professional (field work, recon, general site management)
△	Hour	M0018	Laborer (assist in soil excavation/hand digging)
△	Hour	M1670	Equipment Operator
△	Mile	M0617	Auto Mileage
1	Day	M1750	Backhoe Loader - Cat 420 Type
3	Sample	M1368	Method 8015B - modified TPH-DRO in solid waste/soil
△	Hour	M1482	Mid-Level Professional Travel
△	Hour	M1742	Free Product Removal Using a Vacuum Truck
△	Day	M1753	Mini-excavator – 7,700 lb. Operating Weight or
△	Day	M1755	Small excavator - 12,000 lb operating weight, 13 ft max digging depth
△	Ton	T013	Petroleum Contaminated Soil Disposal at a Landfill
△	Gallon	M1290	Free Product/Contaminated Water Disposal
3	Sample	T030	Soil Sampling
1	Round Trip Mob	T036	Heavy Equipment Mob/Demob
△	Cubic Yard	T042	Backfilling
△	Ton/Mile	T075	Soil Hauling < 75 Tons the First 100 Miles (use T076 for additional miles > first 100)
△	Ton/Mile	T076	Soil Hauling < 75 Tons Over 100 (use only when miles > 100 in T075)
6	Hour of Report Prep	T100	Report Preparation
1	Claim	T114	Small Heating Oil Tank Claim Prep
△	Hour	T115	Small UST Pump-Out
△	Well	T119	Monitoring Well Sampling - Two Inch Diameter
△	Ton	T123	Soil Treatment at a Bioremediation Facility
△	Ton	T124	Soil Treatment With <= 18% Moisture At A Thermal Treatment Facility

△ = Site Dependant

Travel time is limited to 4 hours each way and a maximum of 200 miles each way. Based on site conditions, the DEQ may authorize additional Task and Material and units to characterize and clean up the site. The Category 2 AAF lists some of the additional Tasks and Materials commonly used.

When requesting pre-approval for an X code, an estimate of the total cost of the item or activity must be submitted to the regional office. The cost information should be clearly noted in the "Comments" field on the AAF. Any increase in the estimated cost of an X coded item should be communicated to the regional office as soon as practical but certainly before the AAF is submitted for verification. Once the work is completed the actual cost of the X coded items or activities must be either noted in the "Comments" section of the AAF submitted for verification or noted on the invoices from the vendor with the cost clearly noted. X coded items submitted to the regional office for post-approval must be accompanied by their actual cost.

Virginia Department of Environmental Quality
Petroleum Cleanup



Activity Authorization Form for 198 UCRs

PC #: _____ Site Name: _____ Consultant: _____

Regional Office: _____ RP/Consultant's Phone No.: (_____) _____ Fax No.: (_____) _____

Check only one phase below:

- | | | |
|---|--|---|
| <input type="checkbox"/> Release Investigation | Date - From: _____ to _____ | |
| <input type="checkbox"/> Initial Abatement | <input type="checkbox"/> Phase II Initial Abatement | <input type="checkbox"/> CAP Addendum |
| <input type="checkbox"/> Site Characterization | <input type="checkbox"/> Post Site Characterization Monitoring | <input type="checkbox"/> CAP Implementation |
| <input type="checkbox"/> Site Characterization Addendum | <input type="checkbox"/> CAP Development | <input type="checkbox"/> Site Closure |

To use this form, the phase or reimbursement period must have started between January 1, 1998 and December 31, 2004.

Costs for Work Performed units on this AAF, which started before January 1, 1998, or after September 30, 2005, will be denied.

Note: Approval of work is not DEQ approval of reimbursable costs.

Proposed Units	Contingent Units	Work Performed	DEQ Verified Units	Unit Type	Code	Task	Comments
				Hour	T001	Free Phase Product Removal Using a Vacuum Truck	
				Hour	T002	Monitor for Vapor Hazards	
				Blower	T003	Emergency Mitigation of Vapor Hazards - Set-Up	
				Day per Blower	T004	Emergency Mitigation of Vapor Hazards-Operation and Maintenance	
				Hour	T006	Free Product (Liquid Phase) Recovery from a Monitoring Well - Manual	
				Foot of Boom	T007	Install Boom in Surface Waters	
				Week	T008	Bottled Water with Bottled Water Dispenser	
				Ton	T012	Soil Treatment at an Incineration or Bioremediation Facility	
				Ton	T013	Petroleum Contaminated Soil Disposal at a Landfill	
				Site	T014	Site Reconnaissance/Initial Site Map	

RP Signature: _____

Date: _____

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DEQ Initial: _____

Date: _____

Proposed Units	Contingent Units	Work Performed	DEQ Verified Units	Unit Type	Code	Task	Comments
				Tank System	T015	Underground Storage Tank (UST) System Tightness Testing for Leak Confirmation	
				Gallon	T017	Free Product/Contaminated Water Disposal	
				Hour	T018	Boom Inspection	
				Foot of New Boom	T019	Boom Replacement	
				Day	T021	Site History Research	
				Survey	T022	Subsurface Line Location Prior to Drilling and Excavation	
				Mob / Demob	T023	Drill Rig Mob/Demob	
				Linear Foot	T024	Soil Boring with Drill Rig - 5 foot Sampling Interval	
				Linear Foot	T025	Monitoring Well Installation - Two-Inch Diameter	
				Linear Foot	T026	Monitoring Well Installation - Four-Inch Diameter	
				Linear Foot	T027	Recovery Well Installation - Six-Inch Diameter	
				Hour	T028	Logging Soil Borings	
				Sample	T030	Soil Sampling	
				Well	T031	Monitoring Well Sampling - Two-Inch Diameter	
				Well	T032	Monitoring Well Sampling - Four-Inch Diameter	
				Hour	T033	Survey - Monitoring Wells/Recovery Wells	
				Hour	T034	Survey - Property	
				Agreement	T035	Site Access Agreement	
				Ton	T038	Debris Disposal	

RP Signature: _____

Date: _____

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DEQ Initial: _____

Date: _____

Proposed Units	Contingent Units	Work Performed	DEQ Verified Units	Unit Type	Code	Task	Comments
				5% of Approved Costs	T040	General Site Management	
				Hour	T041	Well Rehabilitation	
				Cubic Yard	T042	Backfilling	
				Square Foot	T047	Reseeding < 1 Acre	
				Square Foot	T048	Reseeding > or = 1 Acre	
				Survey	T049	Receptor Survey	
				Sample Point	T050	Soil Gas Survey	
				Day	T051	Direct Push Technology (DPT) - Ground Water/Soil Survey	
				Hour	T052	Ground Penetrating Radar (GPR)	
				Hour	T053	Slug Test	
				Hour	T058	Terrain Conductivity	
				Phase or Reimbursement Period	T064	Reimbursement Claim Preparation	
				Mob / Demob	T069	Dual Phase Extraction System Mob/Demob	
				Ton	T070	Soil Loading - Up to 2,200 Tons	
				Ton	T071	Soil Loading - More than 2,200 Tons	
				Cubic Yard	T072	Excavating/Trenching	
				Cubic Yard	T073	Bulk Excavating	
				Cubic Yard	T074	Hand Excavating	

RP Signature: _____

Date: _____

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DEQ Initial: _____

Date: _____

Proposed Units	Contingent Units	Work Performed	DEQ Verified Units	Unit Type	Code	Task	Comments
TN ----- MI	TN ----- MI	TN ----- MI	TN ----- MI	Ton/Mile	T075	Soil Hauling < 75 Tons the First 100 Miles (use T076 for additional miles > first 100)	
TN ----- MI	TN ----- MI	TN ----- MI	TN ----- MI	Ton/Mile	T076	Soil Hauling < 75 Tons Over 100 (use only when miles > 100 in T075)	
TN ----- MI	TN ----- MI	TN ----- MI	TN ----- MI	Ton/Mile	T077	Soil Hauling > 75 Tons the First 100 Miles (use T078 for additional miles > first 100)	
TN ----- MI	TN ----- MI	TN ----- MI	TN ----- MI	Ton/Mile	T078	Soil Hauling > 75 Tons Over 100 Miles (use only when miles >100 in T077)	
				Linear Foot	T079	Well Installation Using Air Rotary - Two Inch Well	
				Linear Foot	T080	Well Installation Using Air Rotary - Four Inch Well	
				Linear Foot	T081	Well Installation Using Air Rotary - Six Inch Well	
				Linear Foot	T082	Well Abandonment - Two Inch Well	
				Linear Foot	T083	Well Abandonment - Four Inch Well	
				Linear Foot	T084	Well Abandonment - Six Inch Well	
				Hour	T085	Pump Test	
				Sample	T086	Domestic Well Sampling	
				Sample	T087	Surface Water Sampling	
				Linear Foot	T088	Direct Push Technology (DPT) Permanent Well Installation	
				Day	T089	Direct Push Technology (DPT) Daily Cost & Mobilization	
				Square Foot	T090	Asphalt Removal - Up to 6" Thick, Areas Less than 4,500 SF	
				Square Foot	T091	Asphalt Removal - Up to 6" Thick, Areas Greater than 4,500 SF	
				Square Foot	T092	Concrete Pavement Removal - Up to 6" Thick, Less than 4,500 SF	

RP Signature:

Date:

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DEQ Initial:

Date:

Proposed Units	Contingent Units	Work Performed	DEQ Verified Units	Unit Type	Code	Task	Comments
				Square Foot	T093	Concrete Pavement Removal - Up to 6" Thick, Greater than 4,500 SF	
				Square Foot	T094	Asphalt Paving	
				Square Foot	T095	Concrete Paving	
				Square Foot	T096	Removal of Patio/Walkway Type Pavements	
				Square Foot	T097	Replacement of Patio/Walkway Pavements	
				Linear Foot	T098	Silt Fencing Installation	
				Cubic Yard	T099	Landfilling Less Than 20 Cubic Yards of Petroleum Contaminated Soil	
				Hour of Report Preparation	T100	Report Preparation	
				Pound	T101	Spent Carbon Changeout	
				Drum	T113	Disposal of Drummed Petroleum Contaminated Soils	
				Hour	T115	Small UST Pump-Out	

RP Signature: _____

Date: _____

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DEQ Initial: _____

Date: _____

[illegible]

Page_____of_____

Revise d: 10/1/05

Notes:

DEQ Use Only:

RP Signature:

Name: _____ Signature: _____ Date: _____

DEQ Regional Office Authorization:

Name: _____ Signature: _____ Date: _____

Instructions for Completing the AAF for 198 UCRs

Use this form for regional office authorization and verification of work performed for phases or Reimbursement periods beginning on or after January 1, 1998 and ending on or before September 30, 2005.

The regional office will work with the responsible person (RP) to select the activities necessary to abate the release and to characterize the extent of the contamination. The RP/Consultant must fill out the **Activity Authorization Form (AAF)** and submit it to the regional office for authorization of activities prior to the initiation of site work. The RP/Consultant should fill out the information at the top of the sheet including the **PC #**, **Site Name**, the **Phase** under which the work will be performed (see Reimbursement Guidance Manual), the appropriate **regional office**, and the **RP/Consultant phone and fax number**. If this AAF is for Post Site Characterization Monitoring or CAP Implementation, fill in the dates for the reimbursement period of this AAF (for more information on reimbursement periods see Section 2.3.2).

To complete the form, decide which tasks will be necessary to fully address the phase of corrective action. Fill out the **Proposed Units** column with the number of units believed necessary for each proposed task. Also, fill out the **Contingent Units** column to identify additional work above the **Proposed Units**, which may be needed if the **Proposed Units** are found to be inadequate. The **Proposed Units** plus the **Contingent Units** may not be exceeded without regional office approval. The **Comments** and **Notes** sections may be used to add any additional information the RP/Consultant believes necessary to assist the regional office in evaluating the **AAF**. Do not use these sections to request authorization for site activities.

Any necessary **Material Items** should be listed in the **Material Section** of the **AAF**. The **Proposed Units** and **Contingent Units** columns should be filled out as described above. The **Unit Type**, **Code**, and **Activity** columns should be filled out with the appropriate information from the **Material UCR Schedule**. For an item that is not on the list of coded **Material Items**, you must assign an "X" code. In the **Code** column, enter a three-digit code beginning with an "X". For each site, an "X" code must be unique, begin with X001, and must be sequential; for example, X001, X002, X003.... Also, fill in an appropriate **Unit Type** and **Activity** for each "X" code.

When requesting pre-approval for an X code, an estimate of the total cost of the item or activity must be submitted to the regional office. The cost information should be clearly noted in the "Comments" field on the AAF. Any increase in the estimated cost of an X coded item should be communicated to the regional office as soon as practical but certainly before the AAF is submitted for verification. Once the work is completed the actual cost of the X coded items or activities must be either noted in the "Comments" section of the AAF submitted for verification or noted on the invoices from the vendor with the cost clearly noted. X coded items submitted to the regional office for post-approval must be accompanied by their actual cost.

The signed and dated **AAF**, an **Initial Site Map**, and a **Topographic Map** should then be mailed or faxed to the appropriate DEQ regional office. Once received and authorized, the regional office will send the **AAF** back to the RP with any necessary changes. Only after the form is received by the RP can the authorized scope of work begin.

Upon completion of a phase or reimbursement period, the **Work Performed** column should be filled in with the actual number of units performed at the site. This is the final AAF[s] for the claimed phase. The regional office will review all AAFs with the work performed and any reports submitted for the claimed phase. The regional office must verify this work performed before a reimbursement application can be processed.

All work for which you seek reimbursement must be listed in the Work Performed column of the AAF[s] submitted for verification. Materials or Tasks omitted from the Work Performed column of the AAF[s] submitted for verification will be ineligible for reimbursement. Task or Material units omitted from the AAF Claim Worksheet are ineligible for reimbursement. Costs for Work Performed units on this AAF for a phase or reimbursement period, which started before January 1, 1998 or after September 30, 2005 will be denied.

The RP/Consultant must also include a copy of the **AAFs**, with the **Work Performed** column filled in, with the corresponding report for each phase.

Virginia Department of Environmental Quality
Petroleum Cleanup



Activity Authorization Form for 198 UCRs
Sites With Release Report Dates On or Before September 30, 2005

Category 1 - Heating Oil Tank Site

PC #: _____ Site Name: _____ Consultant: _____

Regional Office: _____ RP/Consultant's Phone No.: (_____) _____ Fax No: (_____) _____

☐ Site Characterization Phase

Note: Approval of work is not DEQ approval of reimbursable costs.

Proposed Units	Contingent Units	Work Performed	DEQ Verified Units	Unit Type	Code	Task	Comments
				Hour	M0004	Mid-Level Professional	
				Mile	M0617	Auto Mileage	
				Each	M1157	Bailer - Disposable Polyethylene	
				Sample	M1366	Method 8015B - modified TPH-DRO in water/wastewater	
				Sample	M1368	Method 8015B - modified TPH-DRO in solid waste/soil	
				Hour	M1482	Mid-Level Professional Travel	
				Hour	T001	Free Product Removal Using a Vacuum Truck	
				Gallon	T017	Free Product/Contaminated Water Disposal	
				Sample	T030	Soil Sampling	
				Claim	T114	Small Heating Oil Tank Claim Prep	
				Hour	T115	Small UST Pump-Out	

RP Signature:

Name: _____ Signature: _____ Date: _____

DEQ Regional Office Authorization:

Name: _____ Signature: _____ Date: _____

Proposed Units	Contingent Units	Work Performed	DEQ Verified Units	Unit Type	Code	Task	Comments

Instructions: Work performed at a Category 1 discharge includes equipment, travel and time to investigate the discharge, hand auger borings, collect soil samples, and conduct a survey of potential receptors of drinking water wells within 500 feet and surface water bodies within 200 feet of the leaking tank. Also included is laboratory GC analysis of samples for DRO/TPH, personnel time to complete the Leaking Heating Oil Tank Characterization Report Form and prepare a reimbursement claim. At Category 1 sites where the DEQ believes the tank continues to discharge oil, site work may include removing and disposing of residual product from a heating oil tank.

The following number of units are typically authorized at Category 1 Sites:

5	Hour	M0004	Mid-Level Professional (field work, recon, general site management, report prep)
△	Mile	M0617	Auto Mileage
△	Each	M1157	Bailer - Disposable Polyethylene
△	Sample	M1366	Method 8015B - modified TPH-DRO in water/wastewater
3	Sample	M1368	Method 8015B - modified TPH-DRO in solid waste/soil
△	Hour	M1482	Mid-Level Professional Travel
△	Hour	T001	Free Phase Product Removal Using a Vacuum Truck
△	Gallon	T017	Free Product/Contaminated Water Disposal
3	Sample	T030	Soil Sampling
1	Claim	T114	Small Heating Oil Tank Claim Prep
△	Hour	T115	Small UST Pump-Out

△ = Site Dependant

Travel time is limited to 4 hours each way and a maximum of 200 miles each way. Based on site conditions, the DEQ may authorize additional units to auger additional borings and collect and analyze samples.

When requesting pre-approval for an X code, an estimate of the total cost of the item or activity must be submitted to the regional office. The cost information should be clearly noted in the "Comments" field on the AAF. Any increase in the estimated cost of an X coded item should be communicated to the regional office as soon as practical but certainly before the AAF is submitted for verification. Once the work is completed the actual cost of the X coded items or activities must be either noted in the "Comments" section of the AAF submitted for verification or noted on the invoices from the vendor with the cost clearly noted. X coded items submitted to the regional office for post-approval must be accompanied by their actual cost.

Virginia Department of Environmental Quality
Petroleum Cleanup



Activity Authorization Form for 198 UCRs
Sites With Release Report Dates On or Before September 30, 2005
Category 2 - Heating Oil Tank Site

PC #: _____ Site Name: _____ Consultant: _____

Regional Office: _____ RP/Consultant's Phone No.: (_____) _____ Fax No: (_____) _____

☐ Site Characterization ☐ Site Characterization Report Addendum ☐ Post SCR Monitoring ☐ Closure

Note: Approval of work is not DEQ approval of reimbursable costs.

Proposed Units	Contingent Units	Work Performed	DEQ Verified Units	Unit Type	Code	Task	Comments
				Hour	M0004	Mid-Level Professional	
				Hour	M0018	Laborer	
				Mile	M0617	Auto Mileage	
				Day	M0660	Backhoe Loader - Cat 426 Type w/operator	
				Sample	M1366	Method 8015B - modified TPH-DRO in water/wastewater	
				Sample	M1368	Method 8015B - modified TPH-DRO in solid waste/soil	
				Hour	M1482	Mid-Level Professional Travel	
				Hour	T001	Free Product Removal Using a Vacuum Truck	
				Ton	T012	Soil Treatment at an Incineration or Bioremediation Facility	
				Ton	T013	Petroleum Contaminated Soil Disposal at a Landfill	
				Gallon	T017	Free Product/Contaminated Water Disposal	
				Round Trip Mob / Demob	T023	Drill Rig Mob/Demob	
				Linear Foot	T025	Monitoring Well Installation - 2" Diameter using HSA	
				Hour	T028	Log Soil Borings	
				Sample	T030	Soil Sampling	

RP Signature: _____

Date: _____

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DEQ Initial: _____

Date: _____

Revise d: 10/1/05

Instructions: Normally work performed at a *Category 2* discharge includes equipment, labor, time, and travel necessary to investigate the discharge and remove and dispose of up to 26 cubic yards (approx. 39 tons) of saturated soil. Time is included to conduct a survey of drinking water wells within 500 feet and surface water bodies within 200 feet of the leaking tank, advance borings using a hand auger, collect samples, prepare an adequate narrative report, and prepare a reimbursement claim. When applicable the following documentation should be included in the site report: all boring logs, well construction diagrams, lab analytical reports, hauling and disposal manifests.

The following Materials and Tasks Codes and associated units are typically authorized at Category 2 Sites:

6	Hour	M0004	Mid-Level Professional (field work, recon, general site management)
△	Hour	M0018	Laborer (assist in soil excavation/hand digging)
△	Mile	M0617	Auto Mileage
1	Day	M0660	Backhoe Loader - Cat 426 Type w/operator
3	Sample	M1368	Method 8015B - modified TPH-DRO in solid waste/soil
△	Hour	M1482	Mid-Level Professional Travel
△	Hour	T001	Free Product Removal Using a Vacuum Truck
△	Ton	T012	Soil Treatment at an Incineration or Bioremediation Facility
△	Ton	T013	Petroleum Contaminated Soil Disposal at a Landfill
△	Gallon	T017	Free Product/Contaminated Water Disposal
3	Sample	T030	Soil Sampling
1	Round Trip Mob	T036	Heavy Equipment Mob/Demob
△	Cubic Yard	T042	Backfilling
△	Ton/Mile	T075	Soil Hauling < 75 Tons the First 100 Miles (use T076 for additional miles > first 100)
△	Ton/Mile	T076	Soil Hauling < 75 Tons Over 100 (use only when miles > 100 in T075)
6	Hour of Report Prep	T100	Report Preparation
1	Claim	T114	Small Heating Oil Tank Claim Prep
△	Hour	T115	Small UST Pump-Out

△ = Site Dependant

Travel time is limited to 4 hours each way and a maximum of 200 miles each way. Based on site conditions, the DEQ may authorize additional Task and Material and units to characterize and clean up the site. The Category 2 AAF lists some of the additional Tasks and Materials commonly used.

When requesting pre-approval for an X code, an estimate of the total cost of the item or activity must be submitted to the regional office. The cost information should be clearly noted in the "Comments" field on the AAF. Any increase in the estimated cost of an X coded item should be communicated to the regional office as soon as practical but certainly before the AAF is submitted for verification. Once the work is completed the actual cost of the X coded items or activities must be either noted in the "Comments" section of the AAF submitted for verification or noted on the invoices from the vendor with the cost clearly noted. X coded items submitted to the regional office for post-approval must be accompanied by their actual cost.

Virginia Department of Environmental Quality
Petroleum Cleanup



Activity Authorization Form for 395 UCRs

PC #: _____ Site Name: _____ Consultant: _____

Regional Office: _____ RP/Consultant's Phone No.: (_____) _____ Fax No.: (_____) _____

Check only one phase below:

Date - From: _____ **to** _____

- | | | |
|---|--|---|
| <input type="checkbox"/> Initial Abatement | <input type="checkbox"/> Phase II Initial Abatement | <input type="checkbox"/> CAP Addendum |
| <input type="checkbox"/> Site Characterization | <input type="checkbox"/> Post Site Characterization Monitoring | <input type="checkbox"/> CAP Implementation |
| <input type="checkbox"/> Site Characterization Addendum | <input type="checkbox"/> CAP Development | <input type="checkbox"/> Site Closure |

To use this form, the phase or reimbursement period must have started between March 1, 1995 and December 31, 1997.

Costs for Work Performed units on this AAF for a phase or reimbursement period, which started before March 1, 1995 or after December 31, 1997 will be denied.

Note: Approval of work is not DEQ approval of reimbursable costs.

Proposed Units	Contingent Units	Work Performed	DEQ Verified Units	Unit Type	Code	Task	Comments
				Hour	T001	* Remove Product from Tank for Release Abatement	
				Hour	T002	* Monitor for Vapor Hazards	
				Blower	T003	* Emergency Mitigation of Vapor Hazards - Set-Up	
				Day per Blower	T004	* Emergency Mitigation of Vapor Hazards-Operation and Maintenance	
				Hour	T005	* Free Product (Liquid Phase) Recovery from a Pit	
				Hour	T006	* Free Product (Liquid Phase) Recovery from a Monitoring Well - Manual	
				Foot of Boom	T007	* Install Boom in Surface Waters	
				Month	T008	* Bottled Water with Bottled Water Dispenser	
				Ton	T009	* Soil Loading	
TN ----- MI	TN ----- MI	TN ----- MI	TN ----- MI	Ton/Mile	T010	* Soil Hauling > or = 50 miles	
TN ----- MI	TN ----- MI	TN ----- MI	TN ----- MI	Ton/Mile	T011	* Soil Hauling <50 miles	

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Proposed Units	Contingent Units	Work Performed	DEQ Verified Units	Unit Type	Code	Task	Comments
				Ton	T012	* Soil Treatment at an Incineration or Bioremediation Facility	
				Ton	T013	* Soil Disposal at a Landfill	
				Site	T014	* Site Reconnaissance/Initial Site Map	
				Tank	T015	UST Tightness Testing for Leak Confirmation	
				Line	T016	UST Line Tightness Testing for Leak Confirmation	
				Gallon	T017	Free Product/Contaminated Water Disposal	
				Hour	T018	Boom Inspection	
				Foot of New Boom	T019	Boom Replacement	
				Plan	T020	Health & Safety Plan	
				Site	T021	Site History Research	
				Survey	T022	Subsurface Line Location Prior to Drilling and Excavation	
				Mob / Demob	T023	Drill Rig Mob/Demob - Round Trip	
				Linear Foot	T024	Soil Boring with Drill Rig - 5 foot Sampling Interval	
				Linear Foot	T025	Monitoring Well Installation - Two-Inch Diameter	
				Linear Foot	T026	Monitoring Well Installation - Four-Inch Diameter	
				Linear Foot	T027	Recovery Well Installation - Six-Inch Diameter	
				Hour	T028	Logging Soil Borings	
				Drummed Ton	T029	Disposal of Well Cuttings/Soil Borings	
				Sample	T030	Soil Sampling	

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Proposed Units	Contingent Units	Work Performed	DEQ Verified Units	Unit Type	Code	Task	Comments
				Well	T031	Monitoring Well Sampling - Two-Inch Diameter	
				Well	T032	Monitoring Well Sampling - Four-Inch Diameter	
				Hour	T033	Survey - Monitoring Wells/Recovery Wells	
				Hour	T034	Survey - Property	
				Agreement	T035	Site Access Agreement	
				Round Trip per Piece of Equipment	T036	Heavy Equipment Mob/Demob	
				Cubic Yard	T037	Soil Excavation for Interceptor Trench	
				Ton	T038	Debris Disposal	
				Plan	T039	Alternate Water Supply (AWS) Work Plan	
				5% of Approved Costs	T040	General Site Management	
				Hour	T041	Well Rehabilitation	
				Cubic Yard	T042	Backfilling	
				Report	T043	Initial Abatement Report Preparation	
				Report	T044	Periodic Reporting as Required by the DEQ Regional Office	
				Report	T045	Free Product (Liquid Phase) Recovery Report	
				Cubic Yard	T046	Soil Excavation for Test Pit	
				Square Foot	T047	Reseeding < 1 Acre	
				Square Foot	T048	Reseeding > or = 1 Acre	
				Survey	T049	Receptor Survey	

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Proposed Units	Contingent Units	Work Performed	DEQ Verified Units	Unit Type	Code	Task	Comments
				Sample Point	T050	Soil Gas Survey	
				Day	T051	Soil Probe Survey	
				Hour	T052	Ground Penetrating Radar (GPR)	
				Hour	T053	Slug Test	
				Test	T054	12 Hour Pump Test	
				Test	T055	24 Hour Pump Test	
				Test	T056	48 Hour Pump Test	
				Test	T057	72 Hour Pump Test	
				Linear Foot	T058	Terrain Conductivity	
				Report	T059	Site Characterization Report	
				Site	T059A	Alternate Water Supply Add-On	
				Site	T059B	Impacted Surface Water Add-On	
				Point	T059C	Additional Data Point Add-On	
				Site	T059D	Free Product (Liquid Phase) Add-On	
				Report	T060	Site Characterization Report Addendum	
				Cubic Yard	T061	Soil Excavation	
				Report	T062	Corrective Action Plan Preparation	
				Report	T063	Corrective Action Plan Addendum Preparation	
				Phase or Reimbursement Period	T064	Reimbursement Claim Preparation	

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Proposed Units	Contingent Units	Work Performed	DEQ Verified Units	Unit Type	Code	Task	Comments
				Day	T065	50-250 CFM Dual Phase Extraction Pump and Power Supply System	
				Day	T066	250-500 CFM Dual Phase Extraction Pump and Power Supply System	
				Day	T067	500-850 CFM Dual Phase Extraction Pump and Power Supply System	
				Day	T068	Dual Phase Extraction Treatment Assembly	
				Mob/Demob	T069	Dual Phase Extraction System Mob/Demob	

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Notes:

DEQ Use Only:

RP Signature:

Name: _____ Signature: _____ Date: _____

DEQ Regional Office Authorization:

Name: _____ Signature: _____ Date: _____

Instructions for Completing the AAF for 395 UCRs

Use this form for regional office authorization and verification of work performed for phases or Reimbursement periods beginning on or after January 1, 1998 and ending on or before December 31, 2004.

The regional office will work with the responsible person (RP) to select the activities necessary to abate the release and to characterize the extent of the contamination. The RP/Consultant must fill out the **Activity Authorization Form (AAF)** and submit it to the regional office for authorization of activities prior to the initiation of site work. The RP/Consultant should fill out the information at the top of the sheet including the **PC #**, **Site Name**, the **Phase** under which the work will be performed (see Reimbursement Guidance Manual), the appropriate **regional office**, and the **RP/Consultant phone and fax number**. If this AAF is for Post Site Characterization Monitoring or CAP Implementation, fill in the dates for the reimbursement period of this AAF (for more information on reimbursement periods see Section 2.3.2).

To complete the form, decide which tasks will be necessary to fully address the phase of corrective action. Fill out the **Proposed Units** column with the number of units believed necessary for each proposed task. Also, fill out the **Contingent Units** column to identify additional work above the **Proposed Units**, which may be needed if the **Proposed Units** are found to be inadequate. The **Proposed Units** plus the **Contingent Units** may not be exceeded without regional office approval. The **Comments** and **Notes** sections may be used to add any additional information the RP/Consultant believes necessary to assist the regional office in evaluating the **AAF**. Do not use these sections to request authorization for site activities.

Any necessary **Material Items** should be listed in the **Material Section** of the **AAF**. The **Proposed Units** and **Contingent Units** columns should be filled out as described above. The **Unit Type**, **Code**, and **Activity** columns should be filled out with the appropriate information from the **Material UCR Schedule**. For an item that is not on the list of coded **Material Items**, you must assign an "X" code. In the **Code** column, enter a three-digit code beginning with an "X". For each site, an "X" code must be unique, begin with X001, and must be sequential; for example, X001, X002, X003, etc. Also, fill in an appropriate **Unit Type** and **Activity** for each "X" code.

When requesting pre-approval for an X code, an estimate of the total cost of the item or activity must be submitted to the regional office. The cost information should be clearly noted in the "Comments" field on the AAF. Any increase in the estimated cost of an X coded item should be communicated to the regional office as soon as practical but certainly before the AAF is submitted for verification. Once the work is completed the actual cost of the X coded items or activities must be either noted in the "Comments" section of the AAF submitted for verification or noted on the invoices from the vendor with the cost clearly noted. X coded items presented to the regional office for post-approval must be accompanied by their actual cost.

The signed and dated **AAF**, an **Initial Site Map**, and a **Topographic Map** should then be mailed or faxed to the appropriate DEQ regional office. Once received and authorized, the regional office will send the **AAF** back to the RP with any necessary changes. Only after the form is received by the RP can the authorized scope of work begin.

Upon completion of a phase or reimbursement period, the **Work Performed** column should be filled in with the actual number of units performed at the site. This is the final AAF[s] for the claimed phase. The regional office will review all AAFs with the work performed and any reports submitted for the claimed phase. The regional office must verify this work performed before a reimbursement application can be processed.

All work for which you seek reimbursement must be listed in the Work Performed column of the AAF[s] submitted for verification. Materials or Tasks omitted from the Work Performed column of the AAF[s] submitted for verification will be ineligible for reimbursement. Task or Material units omitted from the AAF Claim Worksheet are ineligible for reimbursement. Materials/Tasks omitted from the Work Performed column of the AAF[s] submitted for verification will be ineligible for reimbursement. Costs for Work Performed units on this AAF for a phase or reimbursement period, which started before March 1, 1995 or after December 31, 1997 will be denied.

The RP/Consultant must also include a copy of the **AAF**s, with the **Work Performed** column filled in, with the corresponding report for each phase.

Virginia Department of Environmental Quality
Petroleum Cleanup



Activity Authorization Form for 1289 UCRs

PC #: _____ Site Name: _____ Consultant: _____

Regional Office: _____ RP/Consultant's Phone No.: (_____) _____ Fax No.: (_____) _____

Check only one phase below:

- | | | |
|---|--|---|
| <input type="checkbox"/> Initial Abatement | <input type="checkbox"/> Phase II Initial Abatement | <input type="checkbox"/> CAP Addendum |
| <input type="checkbox"/> Site Characterization | <input type="checkbox"/> Post Site Characterization Monitoring | <input type="checkbox"/> CAP Implementation |
| <input type="checkbox"/> Site Characterization Addendum | <input type="checkbox"/> CAP Development | <input type="checkbox"/> Site Closure |

To use this form, the phase or reimbursement period must have started before March 1, 1995.

Costs for Work Performed units on this AAF for a phase or reimbursement period, which started after February 28, 1995, will be denied.

Work Performed	DEQ Verified Units	Unit Type	Code	Task	Comments
		Hour	T001	Remove Product from Tank for Release Abatement	
		Hour	T002	Monitor for Vapor Hazards	
		Blower	T003	Emergency Mitigation of Vapor Hazards - Set-Up	
		Day per Blower	T004	Emergency Mitigation of Vapor Hazards-Operation and Maintenance	
		Hour	T005	Free Product (Liquid Phase) Recovery from a Pit	
		Hour	T006	Free Product (Liquid Phase) Recovery from a Monitoring Well - Manual	
		Foot of Boom	T007	Install Boom in Surface Waters	
		Month	T008	Bottled Water with Bottled Water Dispenser	
		Ton	T009	Soil Loading	
TN ----- MI	TN ----- MI	Ton/Mile	T010	Soil Hauling > or = 50 miles.	
TN ----- MI	TN ----- MI	Ton/Mile	T011	Soil Hauling < 50 miles	

RP Signature: _____

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Work Performed	DEQ Verified Units	Unit Type	Code	Task	Comments
		Ton	T012	Soil Treatment at an Incineration or Bioremediation Facility	
		Ton	T013	Soil Disposal at a Landfill	
		Site	T014	Site Reconnaissance/Initial Site Map	
		Tank	T015	Underground Storage Tank (UST) Tightness Testing for Leak Confirmation	
		Line	T016	UST Line Tightness for Leak Confirmation	
		Gallon	T017	Free Product/Contaminated Water Disposal	
		Hour	T018	Boom Inspection	
		Foot of New Boom	T019	Boom Replacement	
		Plan	T20	Health & Safety Plan	
		Site	T021	Site History Research	
		Survey	T022	Subsurface Line Location Prior to Drilling and Excavation	
		Mob / Demob (Round Trip)	T023	Drill Rig Mob/Demob - Round Trip	
		Linear Foot	T024	Soil Boring with Drill Rig - 5 foot Sampling Interval	
		Linear Foot	T025	Monitoring Well Installation - Two-Inch Diameter	
		Linear Foot	T026	Monitoring Well Installation - Four-Inch Diameter	
		Linear Foot	T027	Recovery Well Installation - Six-Inch Diameter	
		Hour	T028	Logging Soil Borings	
		Drummed Ton	T029	Disposal of Well Cuttings/Soil Borings	
		Sample	T030	Soil Sampling	
		Well	T031	Monitoring Well Sampling - Two Inch Diameter	

RP Signature: _____

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Work Performed	DEQ Verified Units	Unit Type	Code	Task	Comments
		Well	T032	Monitoring Well Sampling - Four Inch Diameter	
		Hour	T033	Survey - Monitoring/Recovery Wells	
		Hour	T034	Survey Property	
		Agreement	T035	Site Access Agreement	
		Mob / Demob	T036	Heavy Equipment Mob/Demob - Round Trip	
		Cubic Yard	T037	Soil Excavation for Interceptor Trench	
		Ton	T038	Debris Disposal	
		Plan	T039	Alternate Water Supply (AWS) Work Plan	
		Submitted Costs	T040	General Site Management	
		Hour	T041	Well Rehabilitation	
		Cubic Yard	T042	Backfilling	
		Report	T043	Initial Abatement Report Preparation	
		Report	T044	Periodic Reporting as Required by the DEQ Regional Office	
		Report	T045	Free Product (Liquid Phase) Recovery Report	
		Cubic Yard	T046	Soil Excavation for Test Pit	
		Square Foot	T047	Reseeding < 1 Acre	
		Square Foot	T048	Reseeding > or = 1 Acre	
		Survey	T049	Receptor Survey	
		Sample Point	T050	Soil Gas Survey	

RP Signature: _____

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Work Performed	DEQ Verified Units	Unit Type	Code	Task	Comments
		Day	T051	Soil Probe Survey	
		Hour	T052	Ground Penetrating Radar (GPR)	
		Hour	T053	Slug Test	
		Hour	T054	12 Hour Pump Test	
		Hour	T055	24 Hour Pump Test	
		Hour	T056	48 Hour Pump Test	
		Hour	T057	72 Hour Pump Test	
		Linear Foot	T058	Terrain Conductivity	
		Report	T059	Site Characterization Report	
		Site	T059A	Alternate Water Supply Add-On	
		Site	T059B	Impacted Surface Water Add-On	
		Point	T059C	Additional Data Point Add-On	
		Site	T059D	Free Product (Liquid Phase) Add-On	
		Report	T060	Site Characterization Report Addendum,	
		Cubic Yard	T061	Soil Excavation	
		Report	T062	Corrective Action Plan Preparation	
		Report	T063	Corrective Action Plan Addendum Preparation	
		Phase or Reimbursement Period	T064	Reimbursement Claim Preparation	
TK ----- GAL	TK ----- GAL	Number of Leaking Tanks/Total Gallons	T999	Tank Removal for Leaking USTs	

RP Signature: _____

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Notes:

DEQ use Only:

The claimant may seek verification of **1289 UCR** work only once. All 1289 UCR units for which you seek reimbursement must be listed in the Work Performed column. Claimants may submit only one claim for reimbursement of **1289 UCR** work. Any units not listed in the work-performed column of the AAF[s] will be ineligible for reimbursement.

RP Signature:

Name: _____ Signature: _____ Date: _____

DEQ Regional Office Authorization:

Name: _____ Signature: _____ Date: _____

Instructions for Completing the AAF for 1289 UCRs

Use this form for regional office verification of work performed for phases or Reimbursement periods, which started before March 1, 1995.

The regional office will review the work the responsible person (RP) performed to select the activities necessary to abate the release and to characterize the extent of the contamination. The RP/Consultant must fill out the **Activity Authorization Form (AAF)** and submit it to the regional office for verification of activities performed. The RP should fill out the information at the top of the sheet including the **Site Name**, the **Phase** under which the work was performed (see Reimbursement Guidance Manual), the appropriate **regional office**, and the **RP/Consultant phone and fax number**. The **PC#** should also be entered in the space at the top of each page.

To complete the form, decide which tasks were necessary to fully address the phase of corrective action. Fill out the **Work Performed** column with the number of units believed necessary for each task. The **Comments** and **Notes** sections may be used to add any additional information the RP/Consultant believes necessary to assist the regional office in evaluating the **AAF**.

Any necessary **Material Items** should be listed in the **Material Section** of the **AAF**. The **Unit Type** and **Code** columns should be filled out with the corresponding information from the **Material UCR Schedule**. Fill in the **Work Performed** column. For an item that is not on the list of coded **Material Items**, you must assign an "X" code. In the **Code** column, enter a three-digit code beginning with an "X". For each site, an "X" code must be unique, begin with X001, and be sequential, for example, X001, X002, X003, etc. Also, fill in an appropriate **Unit Type** and **Activity** for each "X" code. X coded must be accompanied by their cost. This information can be included in the "Comments" field.

The claimant may seek verification of 1289 UCR work only once. All 1289 UCR units for which you seek reimbursement must be listed in the Work Performed column. Any units not listed in the Work Performed column of the AAF[s] submitted for regional office verification will be ineligible for reimbursement. Claimants may submit only one claim for reimbursement of 1289 UCR work. Costs for Work Performed units on this AAF for a phase or reimbursement period, which started after February 28, 1995, will be denied.

October, 1, 2005

APPENDIX 7
Bidding Authorization Forms

BID SUMMARY FORM

PC Number: _____

Site Name: _____

Region: _____

Check only one box below:

☐ Release Investigation

☐ Phase II Initial Abatement

☐ Post SCR Monitoring Reimbursement Period: from _____ to _____

☐ Initial Abatement

☐ Corrective Action Plan Development

☐ CAP Implementation Reimbursement Period: from _____ to _____

☐ Site Characterization

☐ Corrective Action Plan Addendum

☐ CAP Implementation Reimbursement Period: from _____ to _____

☐ Site Characterization Addendum

☐ Site Closure

Scope of Work Number	Scope of Work (including equipment, materials, personnel, freight, and number of units)	Complete these Columns <i>only</i> for Change Orders With Unit Prices		
		Original Scope of Work Number	Unit Cost	Total cost for Change Order

Responsible Person: _____

Signature: _____

Date: _____

Consultant: _____

Signature: _____

Date: _____

DEQ Authorization: _____

Signature: _____

Date: _____

Effective Date: 01/01/98

Instructions for Completing the Bid Summary Form

Background

The Bid Summary Form informs the regional office staff of all corrective action services, materials, and equipment for which you, the tank owner/operator or your primary consultant plan to solicit competitive bids. The Regional Case Manager will review this list and consider whether additional items should be bid. When the Regional Case Manager is satisfied that the appropriate scopes of work to be bid have been properly defined, he/she will sign this form and send it back to you so that bids may be solicited.

Instructions

Scope of Work Number: In this column, list a reference number for the scope of work. The scope of work number is generated and assigned by you and may not exceed six digits. Each scope of work number is unique to its corresponding scope of work for a site.

Scope of Work: In this column, provide a summary of the scope of work for each bid. This may include personnel time, equipment, and materials. Remember, list only those items for which you intend to solicit bids. Other costs that are not bid must be listed on an AAF.

Provide the following information only for Change Orders with Unit Prices

When the number of units of an approved bid scope of work increase, yet the unit cost remains the same (as specified in the successful bid), bidding of the additional units is not required. To obtain approval you must assign a new scope of work number to the additional units, describe the scope of work and then complete the following information. *Original Scope of Work Number:* List the original scope of work number for which established the unit price for this work.

Unit Cost: Cost expressed on a per item (unit) basis. Example: PVC pipe costs \$0.97 per foot, the Unit Cost is \$0.97 per foot.

Total Cost for Change Order: In this column, list the total cost for completing the change order scope of work.

BID COMPARISON FORM

PC Number: _____

Site Name: _____

Region: _____

Date: _____

Scope of Work Number: _____

Scope of Work: _____

Name of Company Providing Bid	Unit Cost (if applicable)	Total Amount of Bid	Bid Selected	
			YES	<input type="checkbox"/>
			NO	<input type="checkbox"/>
			YES	<input type="checkbox"/>
			NO	<input type="checkbox"/>
			YES	<input type="checkbox"/>
			NO	<input type="checkbox"/>
			YES	<input type="checkbox"/>
			NO	<input type="checkbox"/>
			YES	<input type="checkbox"/>
			NO	<input type="checkbox"/>
			YES	<input type="checkbox"/>
			NO	<input type="checkbox"/>
			YES	<input type="checkbox"/>
			NO	<input type="checkbox"/>
			YES	<input type="checkbox"/>
			NO	<input type="checkbox"/>

I certify that the bids for the scope of work identified above were obtained and evaluated in a fair and impartial manner in accordance with generally accepted business practices.

Responsible Person: _____

Signature: _____

Date: _____

Consultant: _____

Signature: _____

Date: _____

DEQ Authorization: _____

Signature: _____

Date: _____

Effective Date: 01/01/98

Instructions for Completing the Bid Comparison Form

Background

The Bid Comparison Form provides a summary of all bids received. Copies of all bids received for a scope of work must be attached to the completed Bid Comparison Form and submitted to the regional office along with a copy of the approved Bid Summary Form. The Regional Case Officer will verify that bids were obtained for the scope of work and that the bid that is deemed to be successful is the lowest bid which met the bid specification.

Instructions

One Bid Comparison Form must be submitted for each scope of work number.

Scope of Work Number: In this space, list the reference number for the scope of work. **This scope of work number must match the scope of work number listed on the Bid Summary Form.**

Scope of Work: In this space, provide a brief description or name of the scope of work for which bids were solicited.

Name of Company Providing Bid: Indicate the name of the company, individual, etc. that provided the quotation.

Unit Cost: Cost expressed on a per item (unit) basis. Example: PVC pipe costs \$0.97 per foot, the Unit Cost is \$0.97 per foot.

Total Amount of Bid: Indicate the total dollar amount that was bid for the given scope of work.

Bid Selected: Indicate if the bid was selected by placing an "x" in the appropriate box.

Attach bids to the Bid Comparison Form in the order in which they are listed on the form.

BID WORK PROGRESS & VERIFICATION FORM

PC Number: _____ Site Name: _____

Regional Office: _____

**Check only one box below:**

- ☐ Release Investigation ☐ Phase II Initial Abatement
☐ Initial Abatement ☐ Corrective Action Plan Development
☐ Site Characterization ☐ Corrective Action Plan Addendum
☐ Site Characterization Addendum ☐ Site Closure

☐ Post SCR Monitoring Reimbursement Period:

From _____ To _____

☐ CAP Implementation Reimbursement Period:

From _____ To _____

Responsible Person: _____ Signature: _____ Date: _____

Consultant: _____ Signature: _____ Date: _____

A. LUMP SUM BID ITEM[S]

Scope of Work Number	Scope of Work Description	Complete (Yes or No)	Work Performed Cumulative Percentage (%)	Total Lump Sum Bid Amount	Bid Item Amount Claimed Without Mark-up	DEQ USE ONLY Verified %
EXAMPLE 1	THE ANALYSIS OF 40 WATER SAMPLES FOR BTEX	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	20%	\$3,200	\$640.	
		YES <input type="checkbox"/> NO <input type="checkbox"/>				
		YES <input type="checkbox"/> NO <input type="checkbox"/>				
		YES <input type="checkbox"/> NO <input type="checkbox"/>				
		YES <input type="checkbox"/> NO <input type="checkbox"/>				

B. UNIT PRICE BID ITEM[S] AND CHANGE ORDERS

Scope of Work Number	Scope of Work Description	Complete (Yes or No)	Unit Rate per Unit Type	DEQ Verified Low Bid Amount	Total Number of Unit Types Performed	DEQ Verified Units	Total Item Amt. Without Mark-up
EXAMPLE 2	SAME AS BID SUMMARY FORM ATTACHED, CHANGE ORDER # 1	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	\$10./hr		12		\$120.
		YES <input type="checkbox"/> NO <input type="checkbox"/>					
		YES <input type="checkbox"/> NO <input type="checkbox"/>					
		YES <input type="checkbox"/> NO <input type="checkbox"/>					
		YES <input type="checkbox"/> NO <input type="checkbox"/>					

DEQ USE ONLY BELOW THIS POINT

DEQ VERIFICATION: When attached to the correct Verified AAF, the Regional Office Case Manager is verifying the work as noted in the appropriate DEQ Column above.

Instructions for Completing the Bid Work Progress & Verification Form

General Instructions:

Post SCR Monitoring or CAP Implementation Reimbursement Period from ____ to ____: Enter the period of time extending from the earliest invoice date to the latest invoice date submitted with an application.

Scope of Work Number: In this space, list the number for the scope of work. **The scope of work number must match the scope of work number listed on the Bid Summary Form.**

Scope of Work Description: In this column, provide a summary of the scope of work for each bid. This may include personnel time, equipment, and materials. **The scope of work must match exactly the scope of work listed on the Bid Summary Form or reference the form and attach a copy.**

Complete (YES or NO): If you checked "Yes" in this field, you are indicating that the scope of work has been completed **and that no additional work should be reimbursed for this scope of work.** For a scope of work to be considered complete, it is not necessary for the cumulative percent complete for that scope to be 100%. If, for example, a change order requires work to stop on a particular scope of work after 30% of the work is verified, the cumulative work completed should indicate 30% and the complete field should indicate "Yes". **If you checked "No" in this field, you are indicating that the scope of work is not yet completed.**

Work Performed Cumulative Percentage (%):

Applications for a completed Reimbursement Period - To request reimbursement for work performed during a Reimbursement Period, the Bid Work Progress & Verification Form must indicate the cumulative percentage of the scope of work completed. **The Cumulative Percent of Work Completed is the percentage of the scope of work that has been completed since the phase began through the end of the Reimbursement Period being claimed.** New Bid Work Progress & Verification Form[s] must be completed to claim the remaining bid work in subsequent Reimbursement Periods. **Example:** The analysis of forty water samples for BTEX was approved. A total cost of \$3200 was the winning bid for these forty analyses. If eight samples were analyzed during the first corrective action implementation Reimbursement Period, the percentage of the cumulative scope of work completed by the end of that Reimbursement Period is 20 percent. You will be reimbursed a maximum of 20 percent of the total amount of the low bid. When eight additional samples are analyzed during the second Reimbursement Period, the percentage of the cumulative scope of work completed by the end of the second Reimbursement Period will be 40 percent. You will be reimbursed a maximum of an additional 20 percent of the total amount of the low bid.

Applications for Completed Phases - For phases without Reimbursement Periods, all bid work must be completed and claimed in the sole reimbursement application for the phase. The responsible person must take care to ensure that the Bid Work Progress & Verification Form and reimbursement application include all bid work completed during the phase. **Unclaimed bid work cannot be submitted in an application for another phase.**

Instructions: A. Lump Sum Bid Item[s]

Total Lump Sum Bid Amount: Indicate the total dollar amount for the **lowest bid** for each scope of work claimed.

Bid Item Amount Claimed Without Mark-up: Indicate the total dollar amount being claimed which is the Percentage being claimed for this Reimbursement Period times the Total Lump Sum Bid Amount. [Using the example given on form $20\% \times \$3,200 = \640 .]

Instructions: B. Unit Price Bid Item[s] and Change Orders

Unit Rate per Unit Type: Indicate the rate for each type of unit that was bid. See example given.

Total Number of Unit Types Performed: Number of units performed during in this claim.

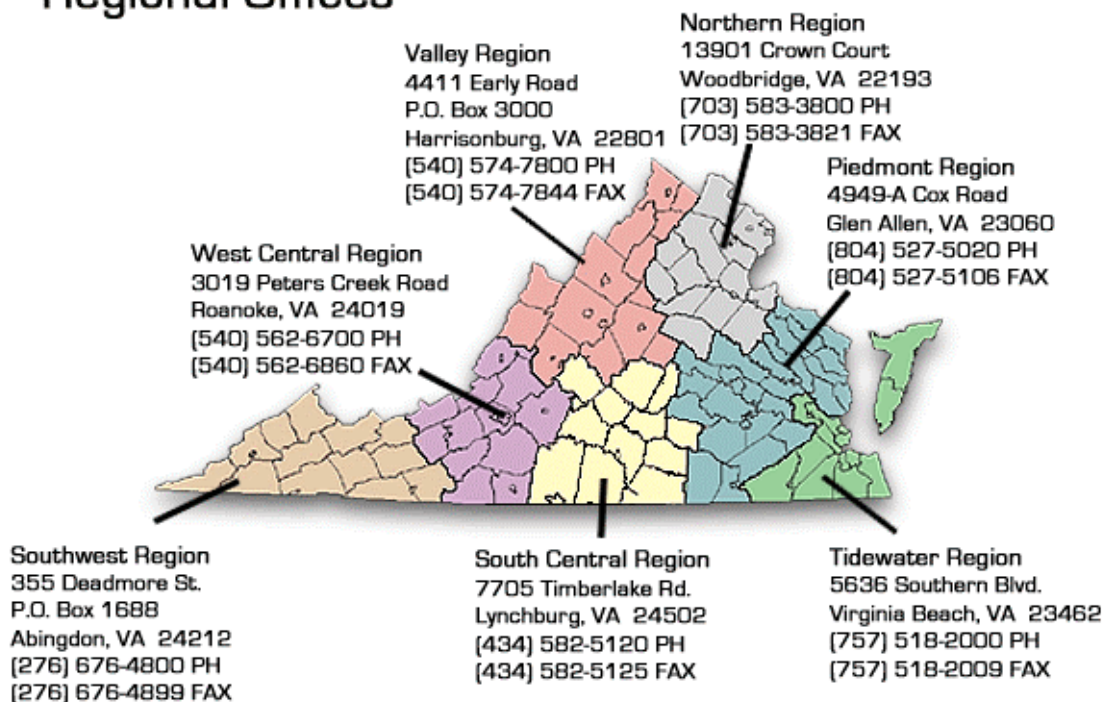
Total Item Amt.: Indicate the amount equal to the Total number of Units performed times the Unit Rate. See example given.

October, 1, 2005

APPENDIX 8
Map of DEQ Regional Office Boundaries

Virginia Department of Environmental Quality

Regional Offices



Regional Offices

Counties and Cities

Northern Regional Office	Counties	Arlington, Caroline, Culpeper, Fairfax, Fauquier, King George, Loudoun, Madison, Orange, Prince William, Rappahannock, Spotsylvania, Stafford, Louisa
	Cities	Alexandria, Falls Church, Fairfax, Fredericksburg, Manassas, Manassas Park
Piedmont Regional Office	Counties	Amelia, Brunswick, Charles City, Chesterfield, Dinwiddie, Essex, Gloucester, Goochland, Greensville, Hanover, Henrico, King and Queen, King William, Lancaster, Mathews, Middlesex, New Kent, Northumberland, Powhatan, Prince George, Richmond, Surry, Sussex, Westmoreland
	Cities	Colonial Heights, Emporia, Hopewell, Petersburg, Richmond.
South Central Regional Office	Counties	Amherst, Appomattox, Buckingham, Campbell, Charlotte, Cumberland, Halifax, Lunenburg, Mecklenburg, Nottoway, Prince Edward, Pittsylvania
	Cities	Danville, Lynchburg
Valley Regional Office	Counties	Albemarle, Augusta, Bath, Clarke, Fluvanna, Frederick, Greene, Highland, Nelson, Page, Rockbridge, Rockingham, Shenandoah, Warren
	Cities	Buena Vista, Charlottesville, Harrisonburg, Lexington, Staunton, Waynesboro, Winchester
Southwest Regional Office	Counties	Bland, Buchanan, Carroll, Dickenson, Grayson, Lee, Russell, Scott, Smyth, Tazewell, Washington, Wise, Wythe
	Cities	Bristol, Galax, Norton
West Central Regional Office	Counties	Alleghany, Bedford, Botetourt, Craig, Floyd, Franklin, Giles, Henry, Montgomery, Patrick, Pulaski, Roanoke
	Cities	Bedford, Clifton Forge, Covington, Martinsville, Radford, Roanoke, Salem
Tidewater Regional Office	Counties	Accomack, Isle of Wight, James City, Northampton, Southampton, York
	Cities	Chesapeake, Franklin, Hampton, Newport News, Norfolk, Portsmouth, Poquoson, Suffolk, Virginia Beach, Williamsburg